

DO • IT • YOURSELF ACCOUNTING

THE
CLAN
• PRACTICAL •
ACCOUNTANT™

The ideal accounting package for
home, school and business



Backup
Disk
Included

Apple II Series
Franklin Ace 2000 Series

64 K
2 Drives
Recommended but not required:
printer, 80 col. card.
ISBN 0-926846-14-0

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All you'll ever need to keep your clan's pennies accounted for.

**4 levels of instruction tailored to
any level of experience.**

In the Clan Practical Accountant (or CPA), we've included 4 easy-to-understand booklets that will lead you through the basics of computers and accounting. Also included are a comprehensive reference manual and answers to questions about the more sophisticated aspects of the program.

**A wall chart of menus that lets you know
exactly where you are at a glance.**

This poster also shows the unique screen locator codes which allow you to easily move to the screen of your choice. Of course you can always return to the Main Menu with one keystroke.

**A sample *chart of accounts* and *sample
data* to get you comfortable with CPA.**

**Sample program disks for unlimited practice,
experimentation or just showing off.**

Produce a professional balance sheet for your business and personal affairs.

Know what you or your business is really worth. Now it's easy with CPA!

An excellent tool for teaching double entry accounting.

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Sir-tech Software, Inc.

P.O. Box 245, Charlestown Ogdensburg Mall, Ogdensburg, NY 13669

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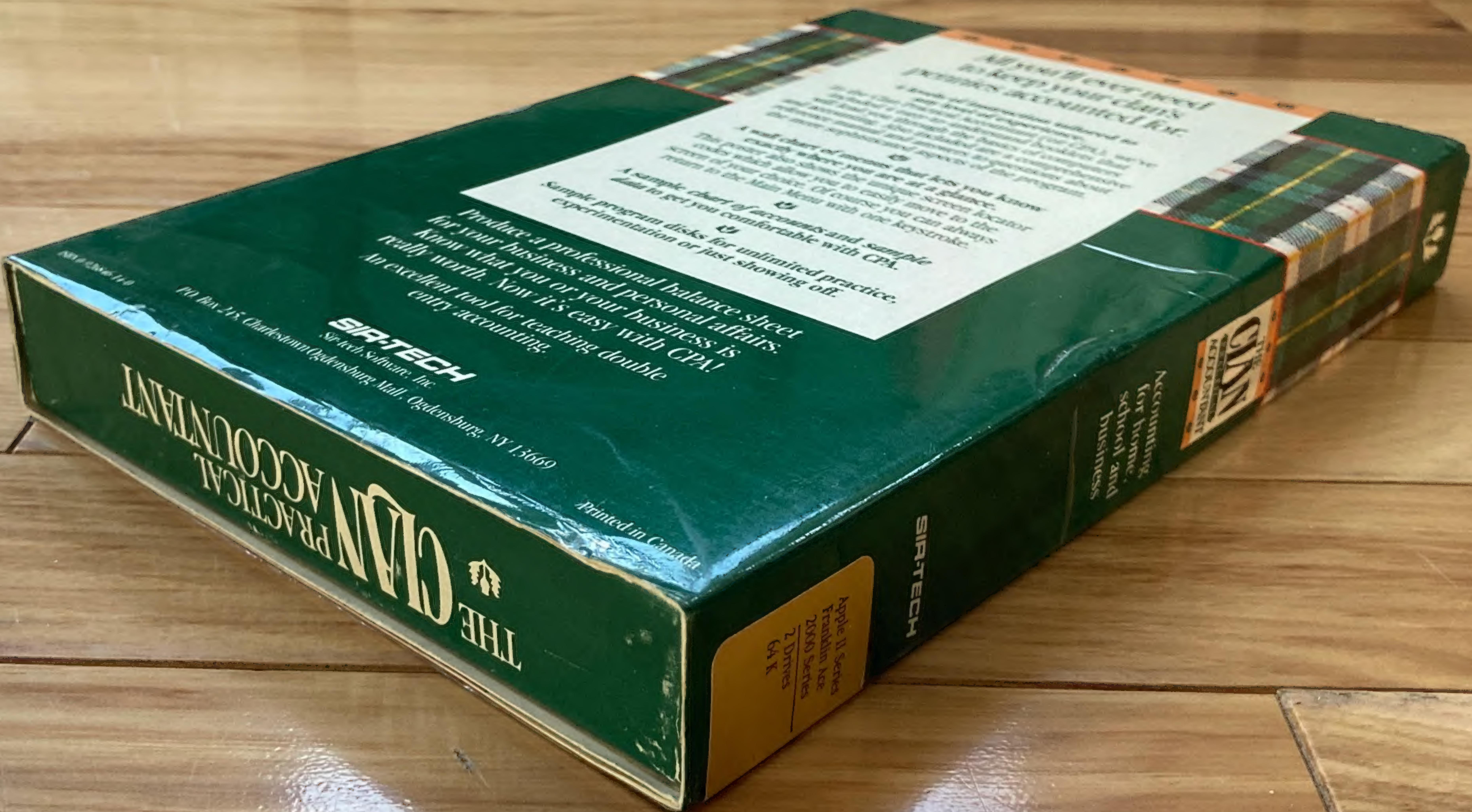
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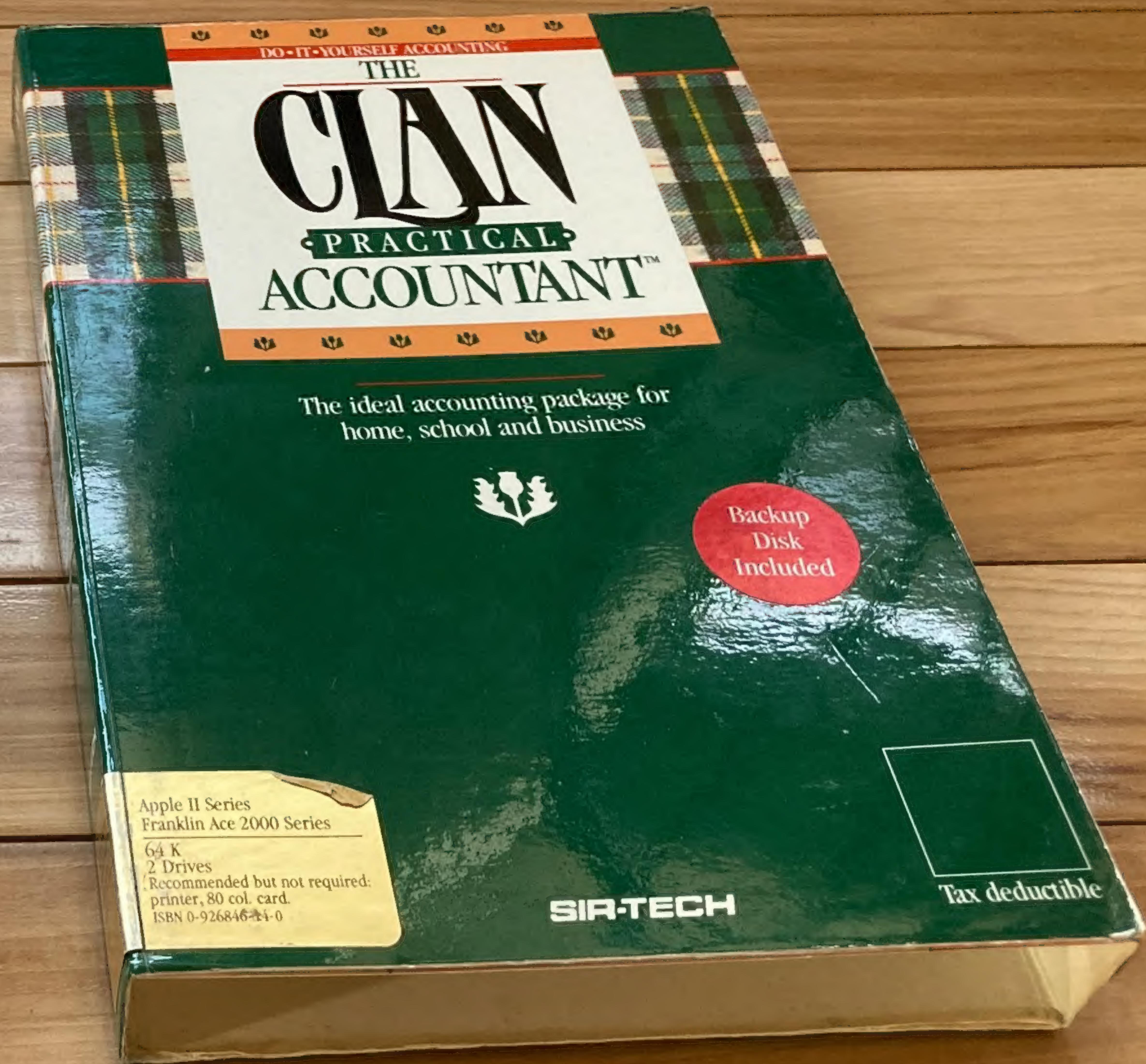
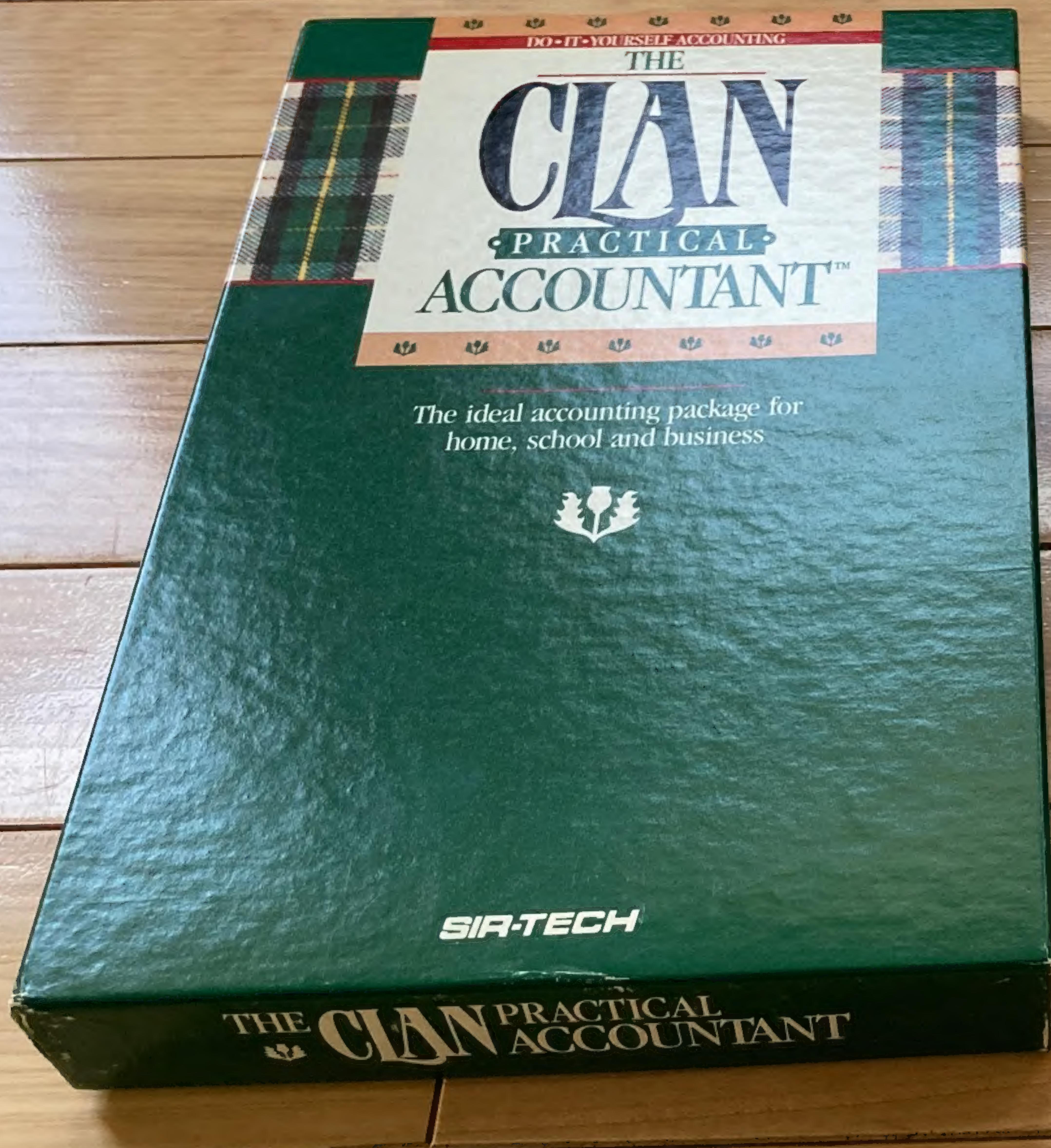




The image shows a close-up of a page from a book. The title "All You'll Ever Get in Life" is printed in a large, bold, black serif font at the top of the page. Below the title, the subtitle "Pennington's Acclaimed Autobiography" is written in a smaller, italicized black serif font. The page is decorated with several stylized, symmetrical floral or scrollwork illustrations, each enclosed in a small circle. The background of the page is white, and the overall layout is clean and classic.

* Levels of instruction or experience:
My level is intermediate.
The CIMA Practica-10-understanding basic accounting principles
and related areas + easy-to-understand basic accounting concepts
will lead you through the need to understand the
and receive more sophisticated
and accurate modeling. Also understand
with more sophisticated
and accurate modeling who do not have
experience before you do.

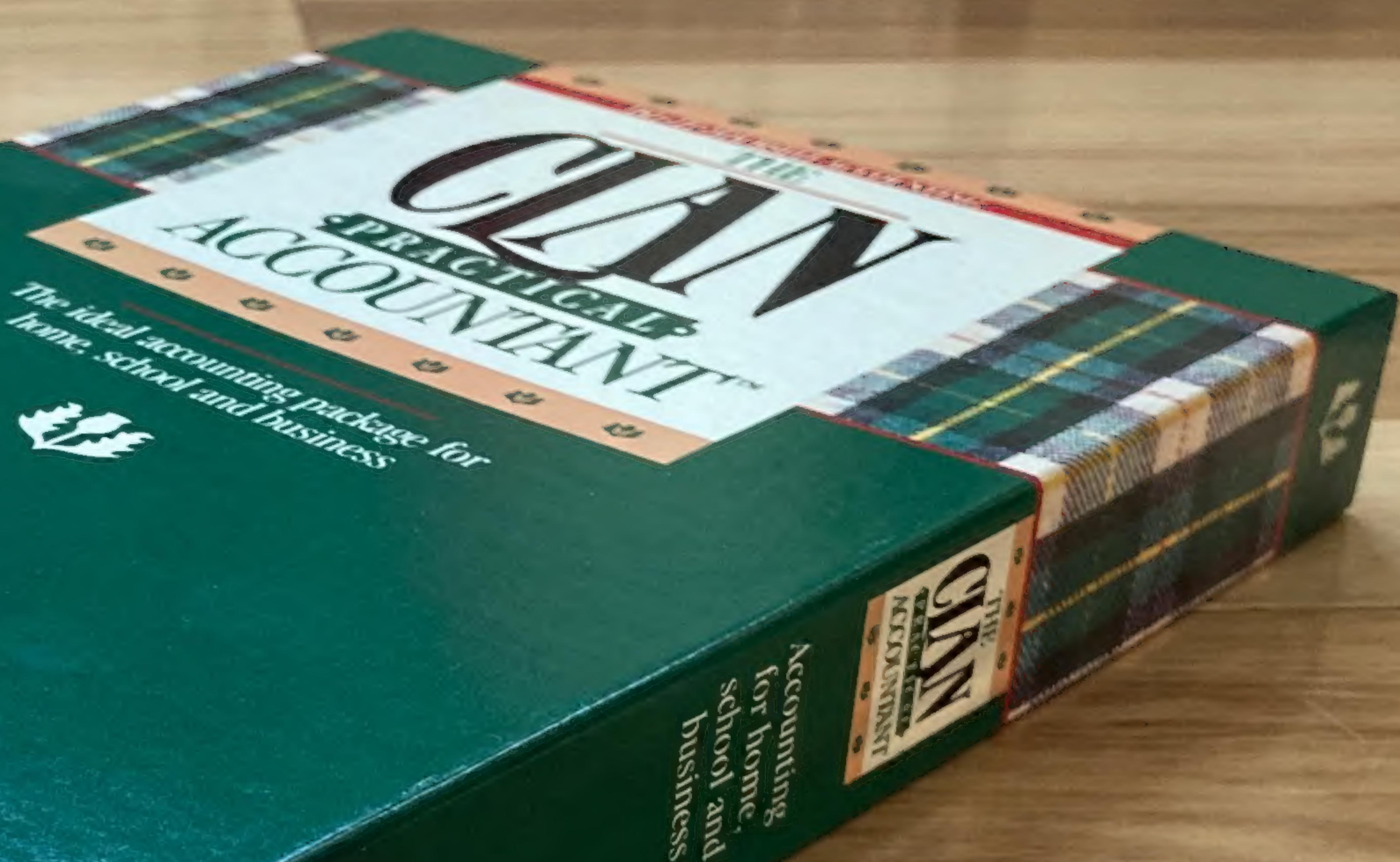




THE
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Accounting
for home,
school and
business



An open antique ledger book with a dark green leather cover. The left page has a decorative border and contains handwritten entries in blue ink. The right page also has handwritten entries. The title 'THE QUINTIN PRACTICAL ACCOUNTANT' is embossed in gold on the front cover, and 'A NEW EDITION' is visible on the spine.

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from your business and personal affairs.
An excellent tool for teaching double
entry bookkeeping.

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
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Software & Services, Inc.

300 South Main Street, Ogdensburg, NY 13669

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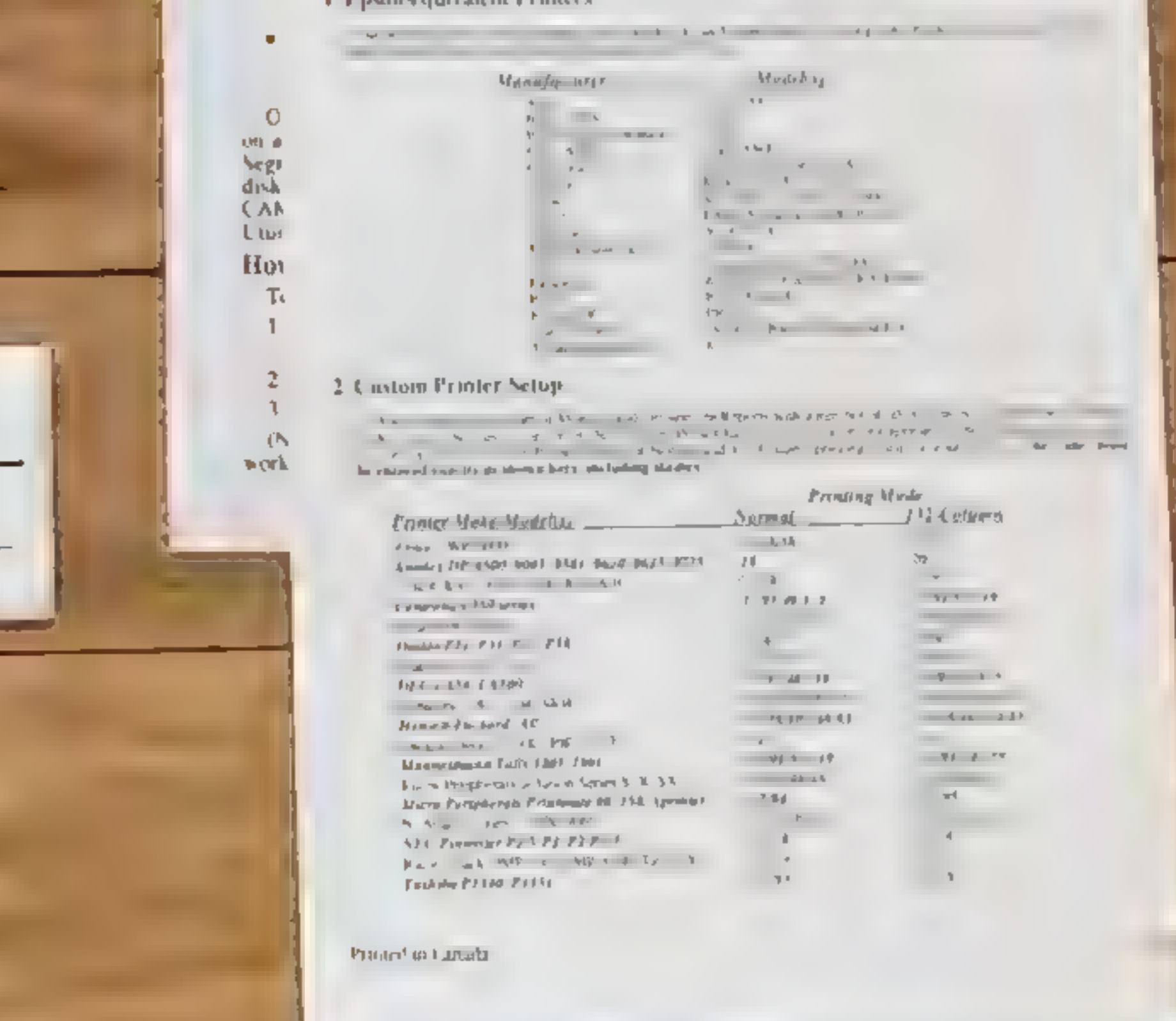
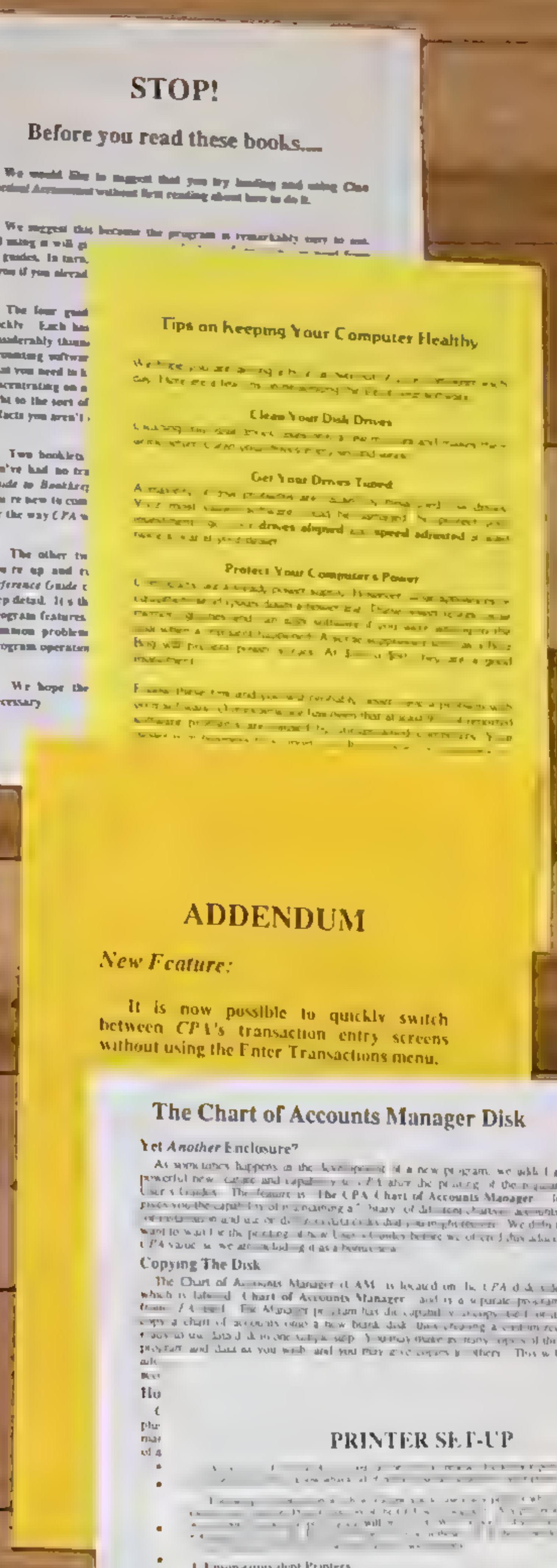
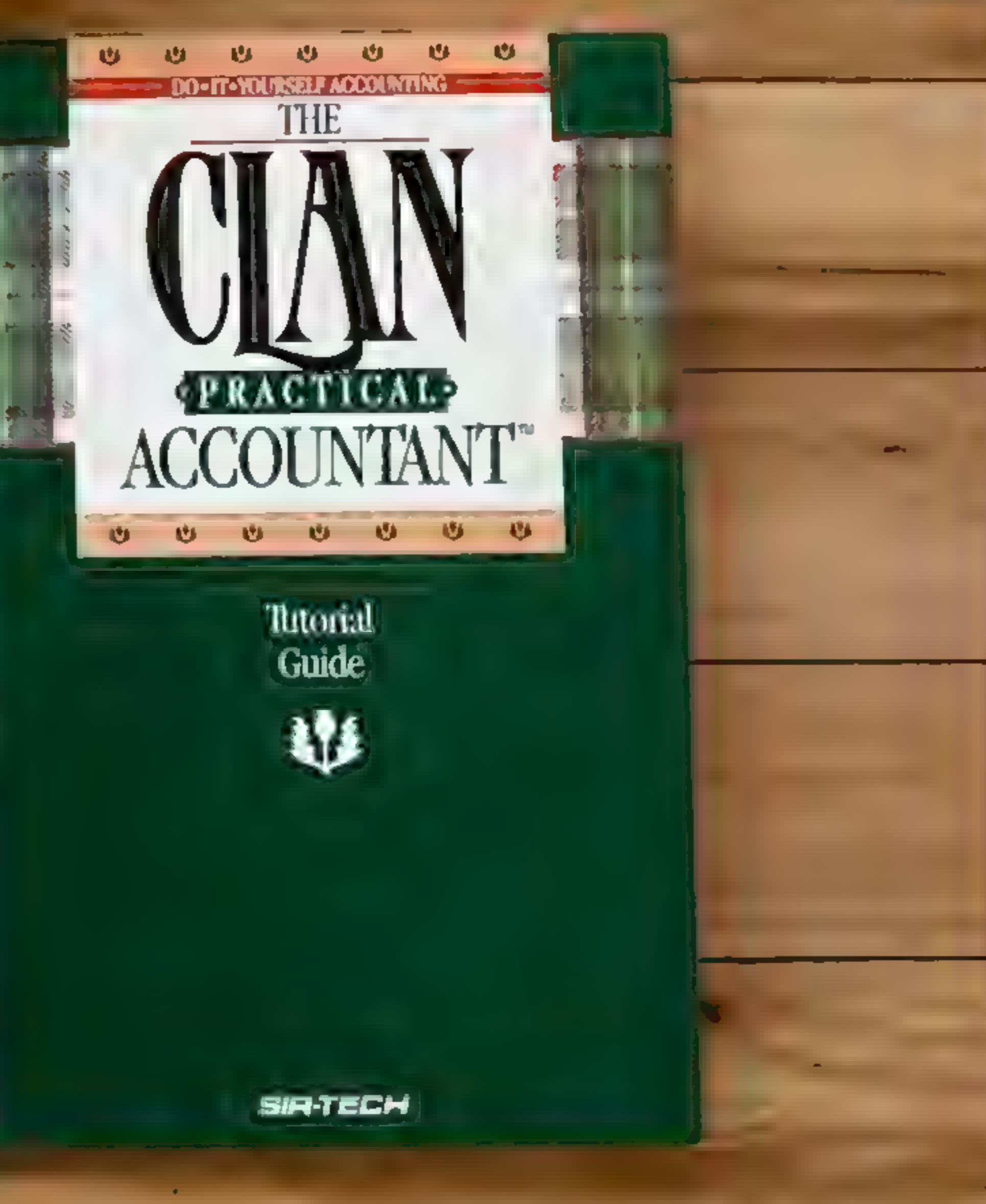
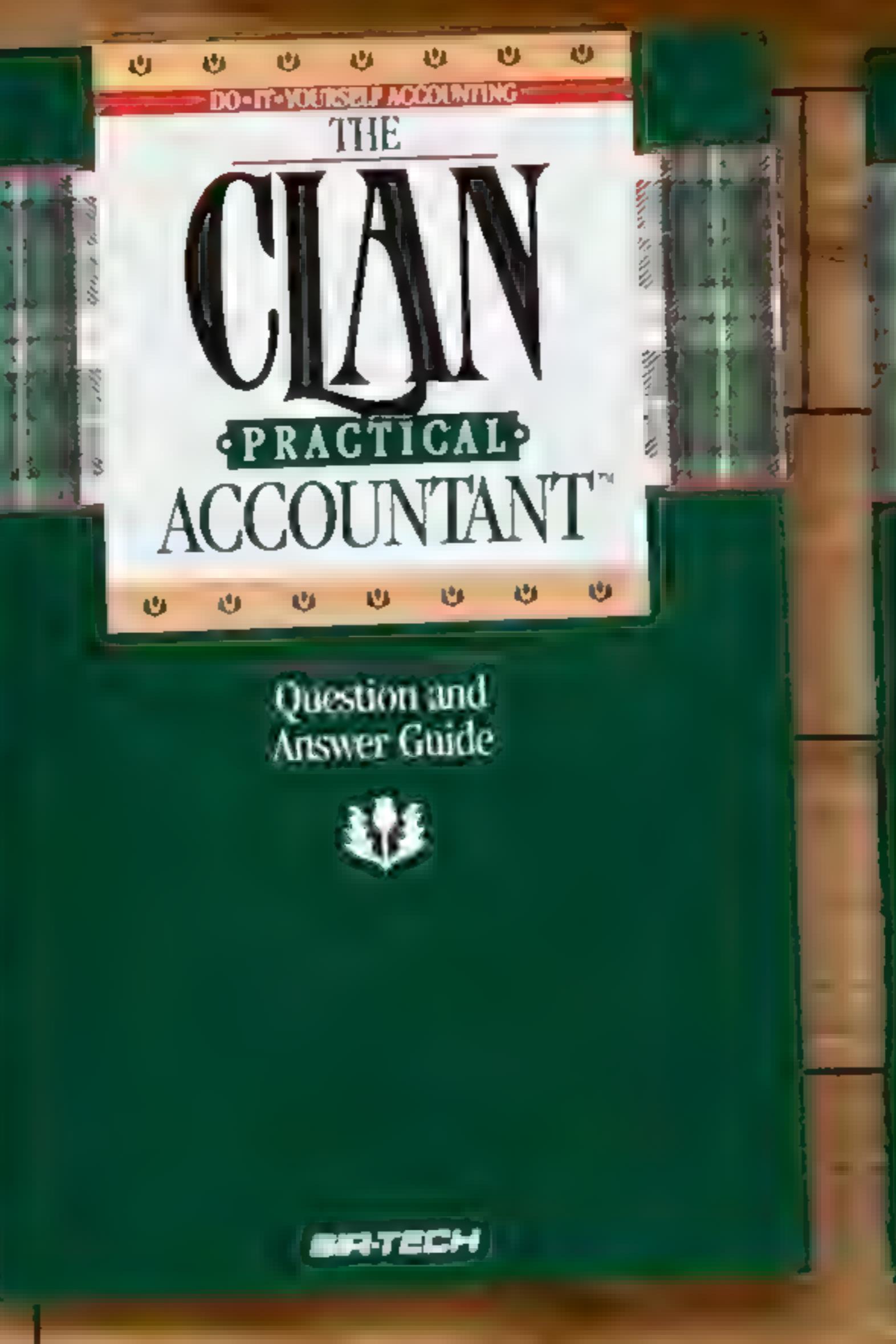
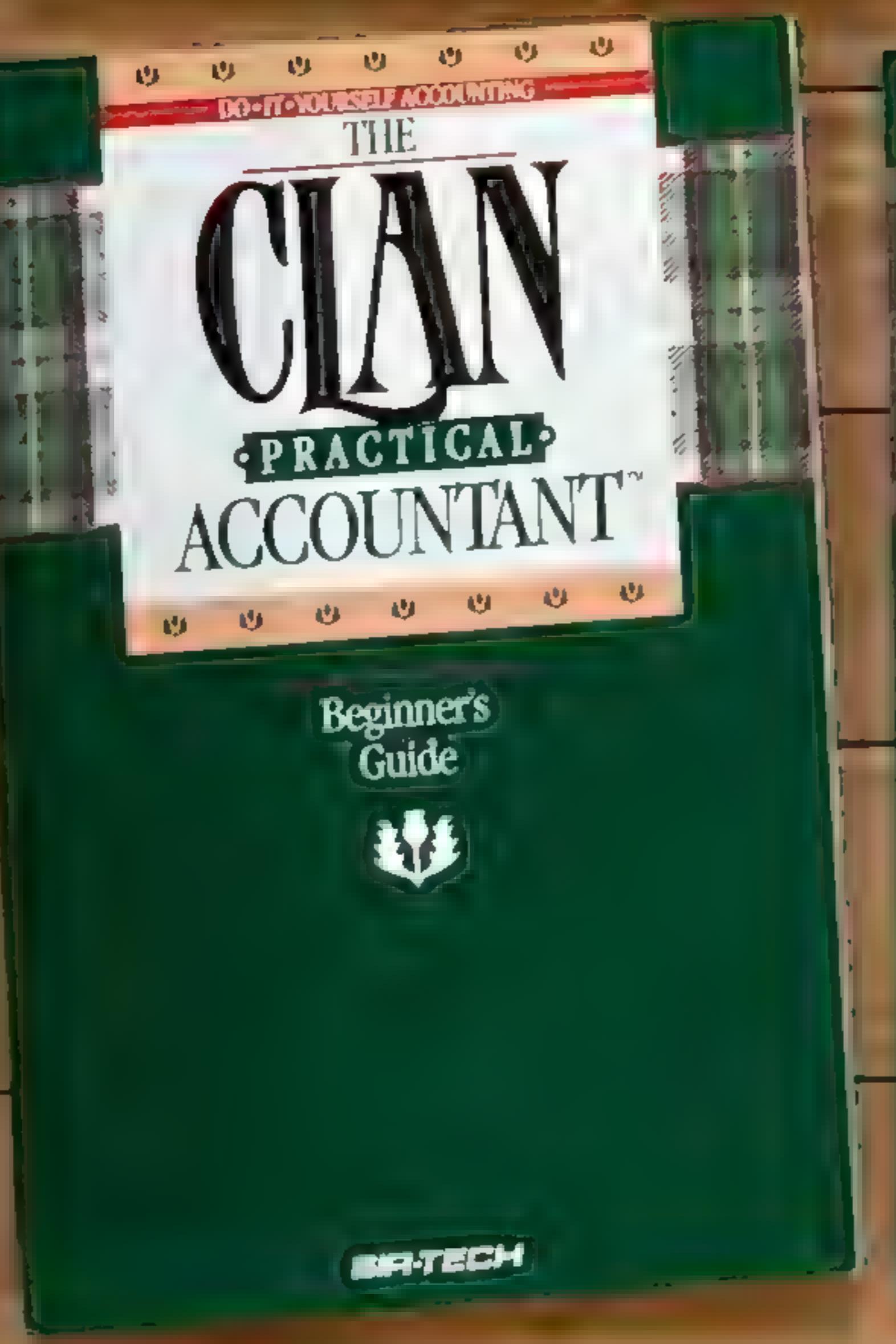
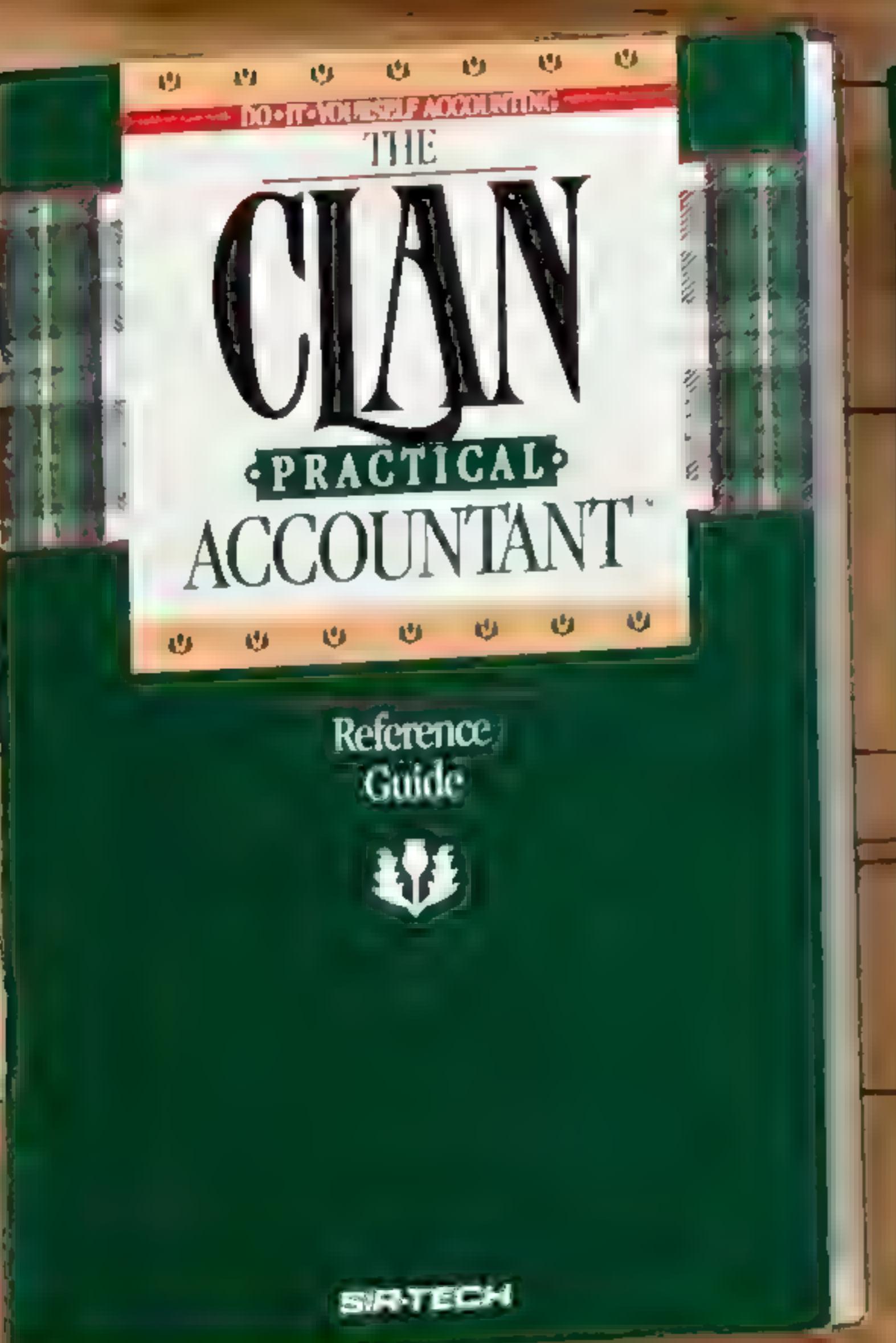
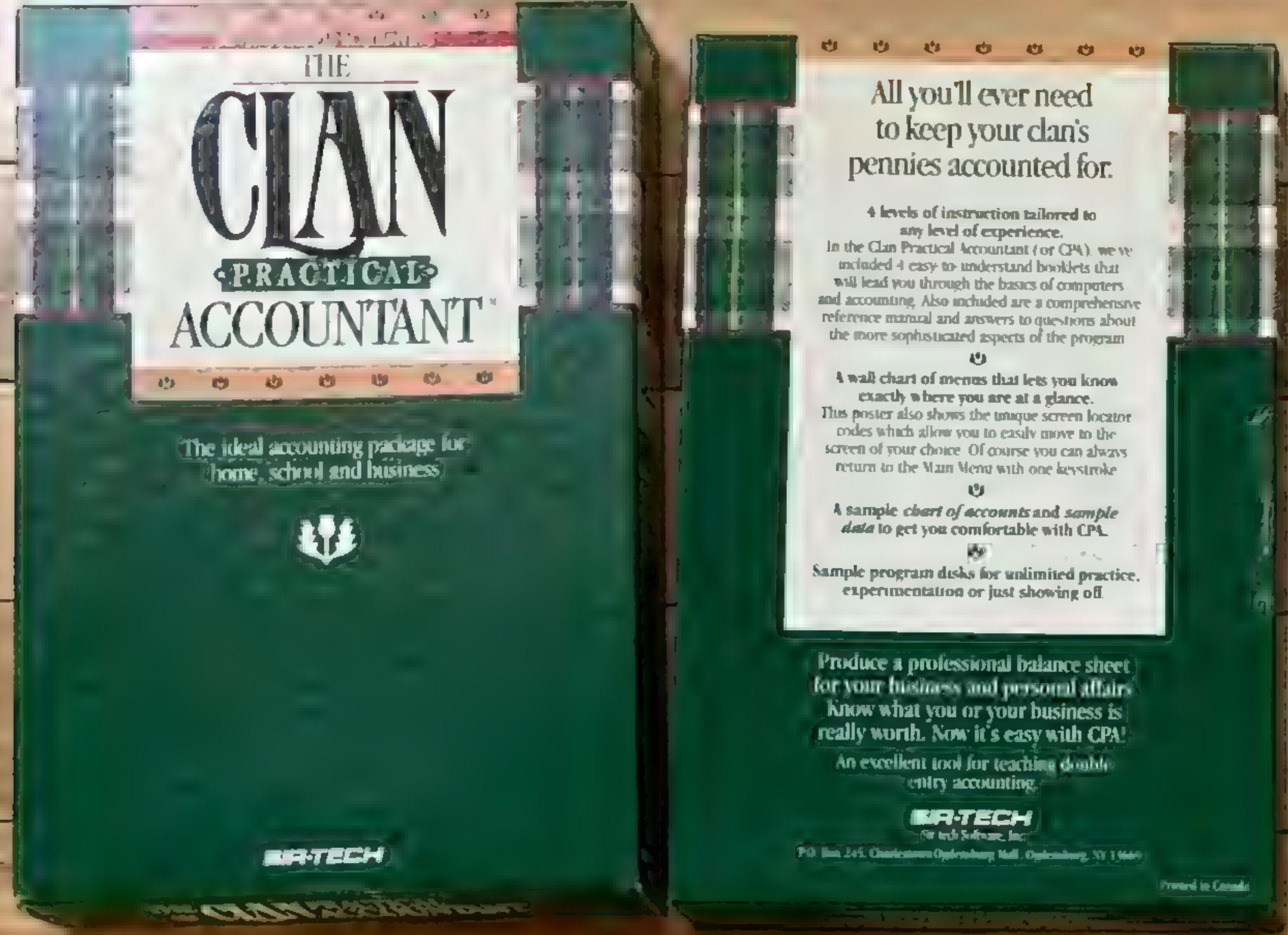
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Backup Program Disk

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Chart of Account Samples

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Name _____

City _____ State _____

Software Purchased* _____

Purchased Where _____

Classified as: C fr R

I heard about this pr _____

Which magazines do you read? _____

Your computer bran _____

Number of disk drives _____

Age of purchaser: _____

Age of primary user _____

Sex of purchaser: _____

*PLEASE SPECIFY WIZ _____

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City _____

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Purchased Where _____

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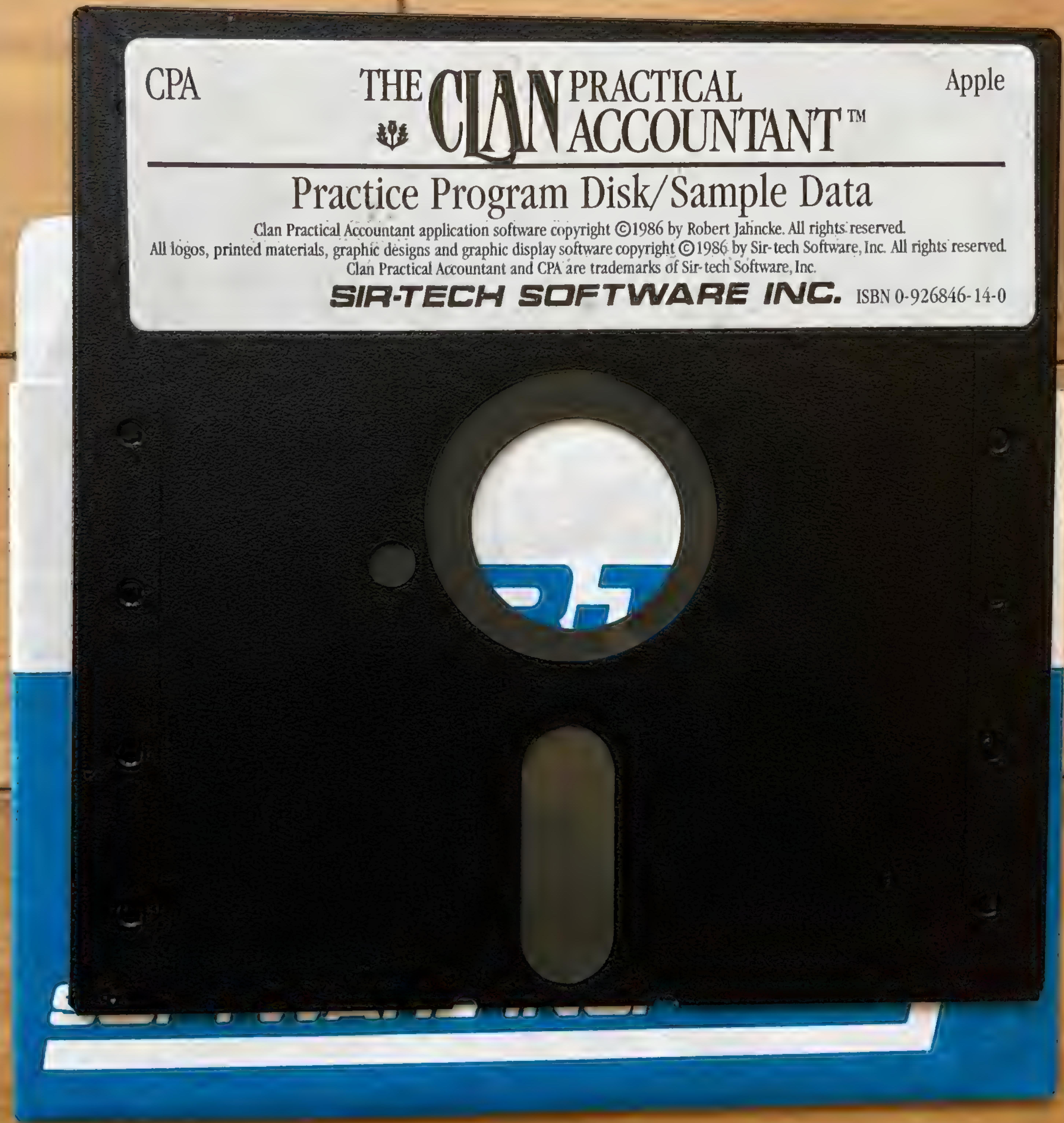
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WARRANTY/REGISTRATION CARD

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City _____ State _____ Zip _____ Phone () _____

Software Purchased* _____ Date Purchased _____

Purchased Where _____ and _____

Classified as: Computer Store Hobby Store Mail Order
 from Sir-tech Department Store Book Store
 Record StoreI heard about this program from: a magazine a friend
 a computer store my user group

Which magazines do you read? _____ Memory size _____

Your computer brand name _____ Memory size _____

Number of disk drives _____ Who purchased this program? self parentAge of purchaser: under 10 10-13 14-18 19-24 25-34 35-50 over 50Age of primary user: under 10 10-13 14-18 19-24 25-34 35-50 over 50Sex of purchaser: male female Sex of primary user: male female

*PLEASE SPECIFY WIZARDRY SCENARIO NUMBER PLEASE RETURN CARD TO ACTIVATE WARRANTY

312174

WARRANTY/REGISTRATION CARD

Name _____ Street _____

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Software Purchased* _____ Date Purchased _____

Purchased Where _____ and _____

Classified as: Computer Store Hobby Store Mail Order
 from Sir-tech Department Store Book Store
 Record StoreI heard about this program from: a magazine a friend
 a computer store my user group

Which magazines do you read? _____ Memory size _____

Your computer brand name _____ Memory size _____

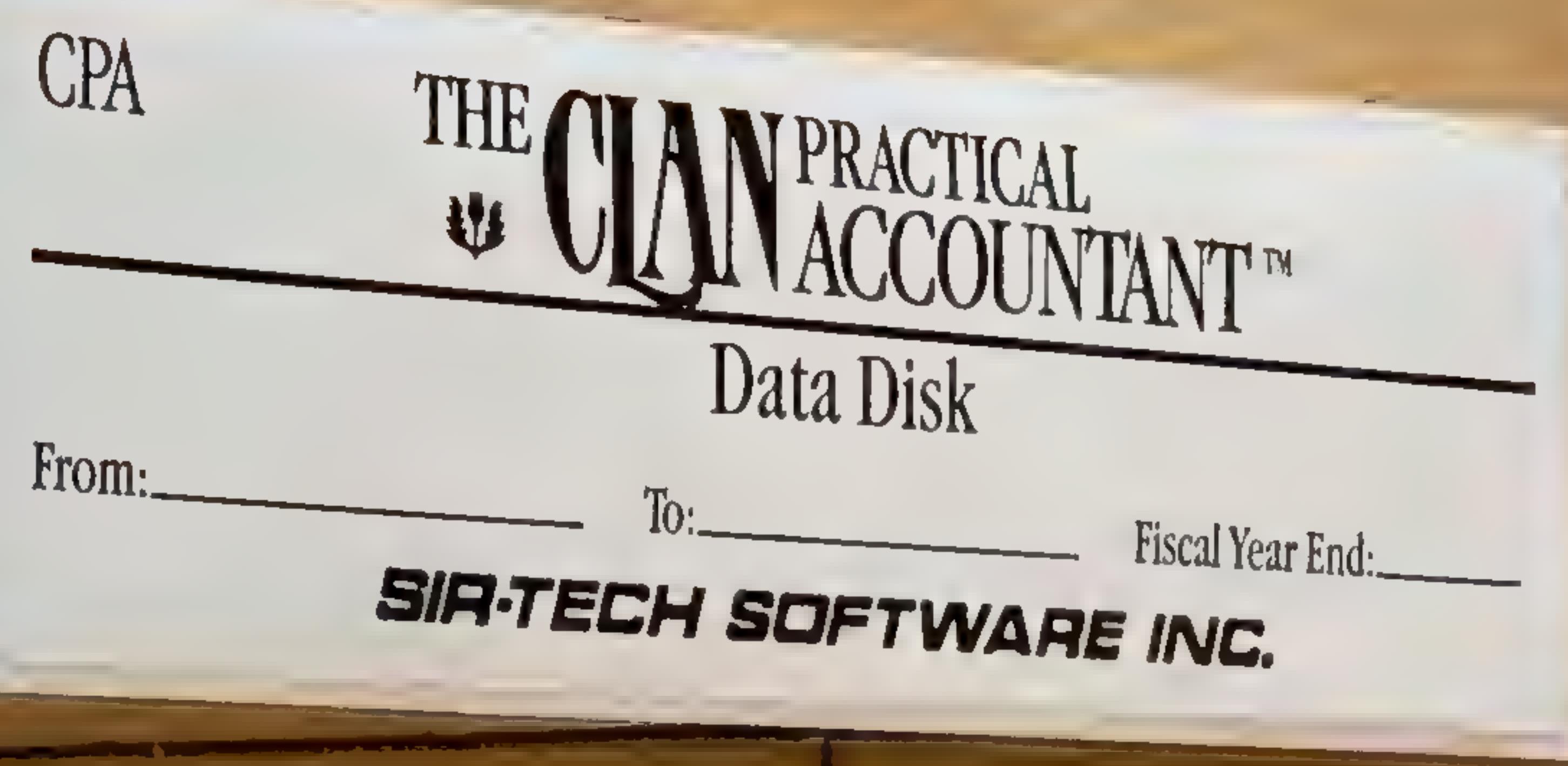
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
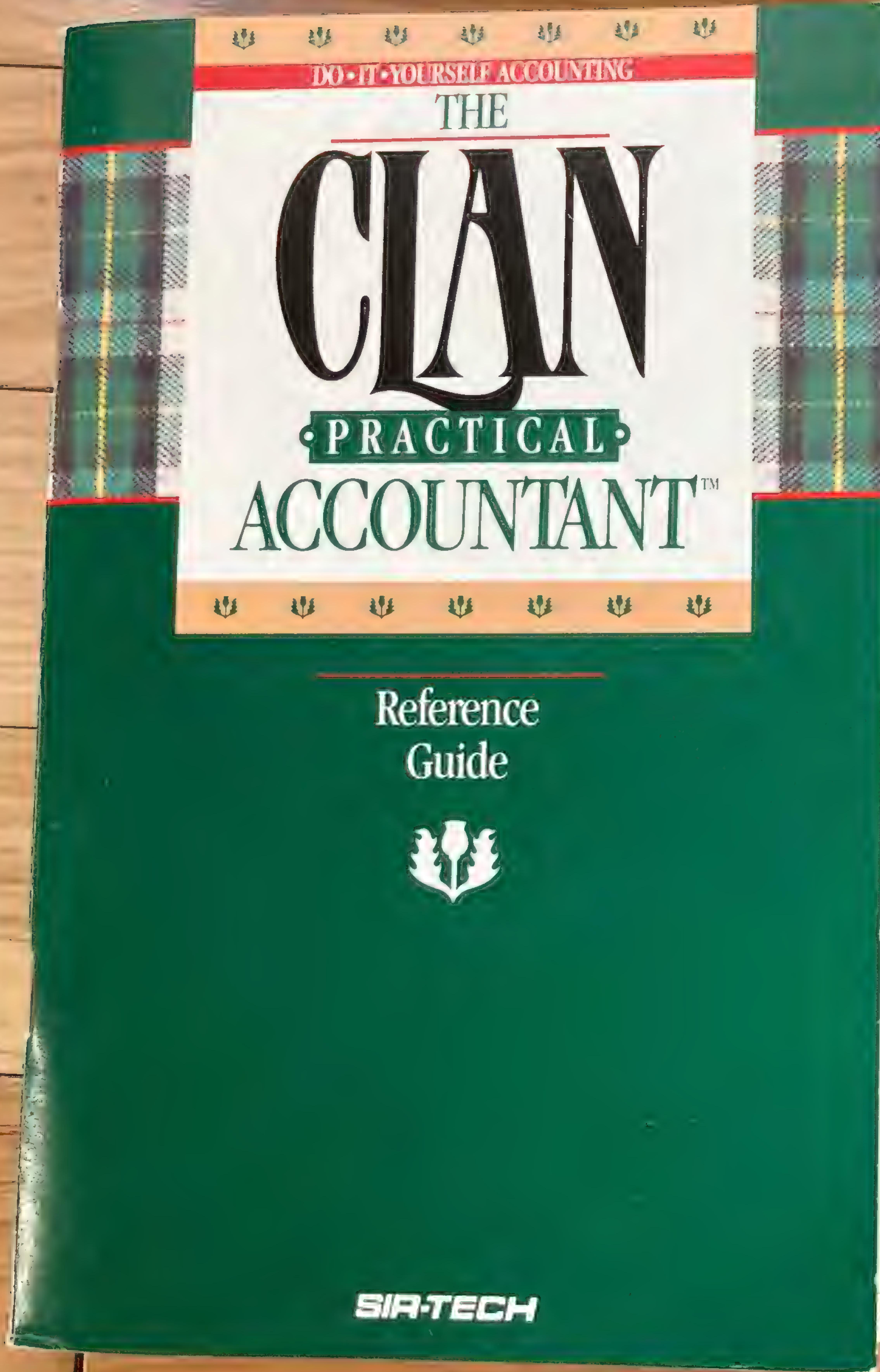
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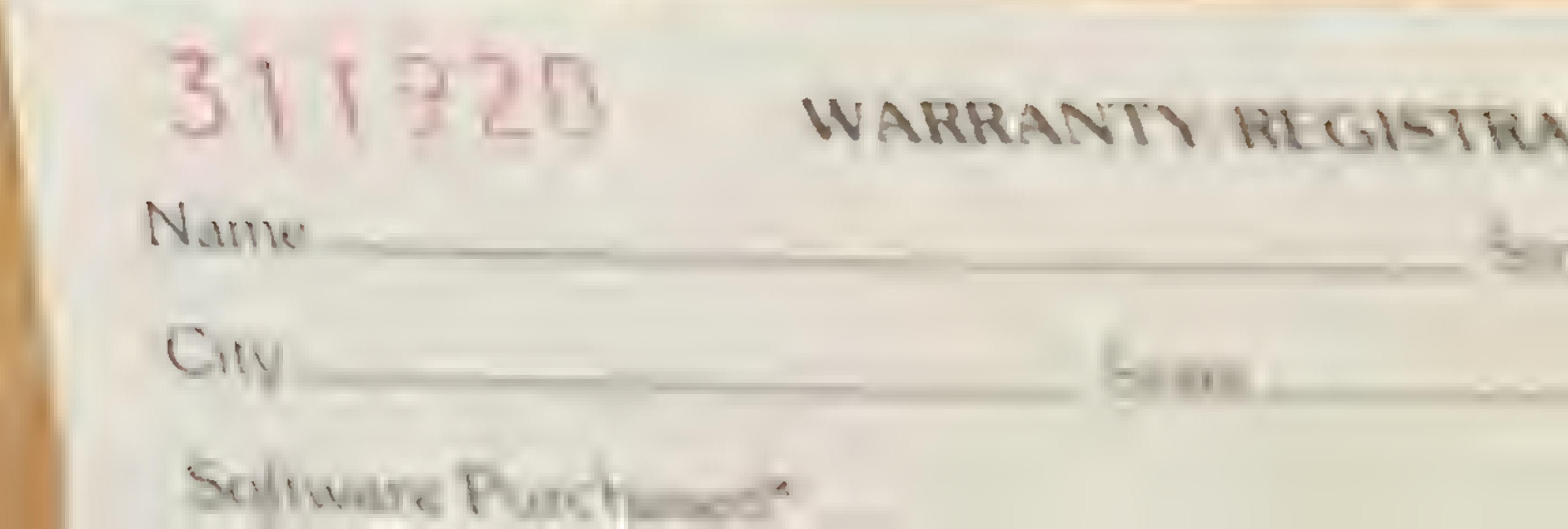
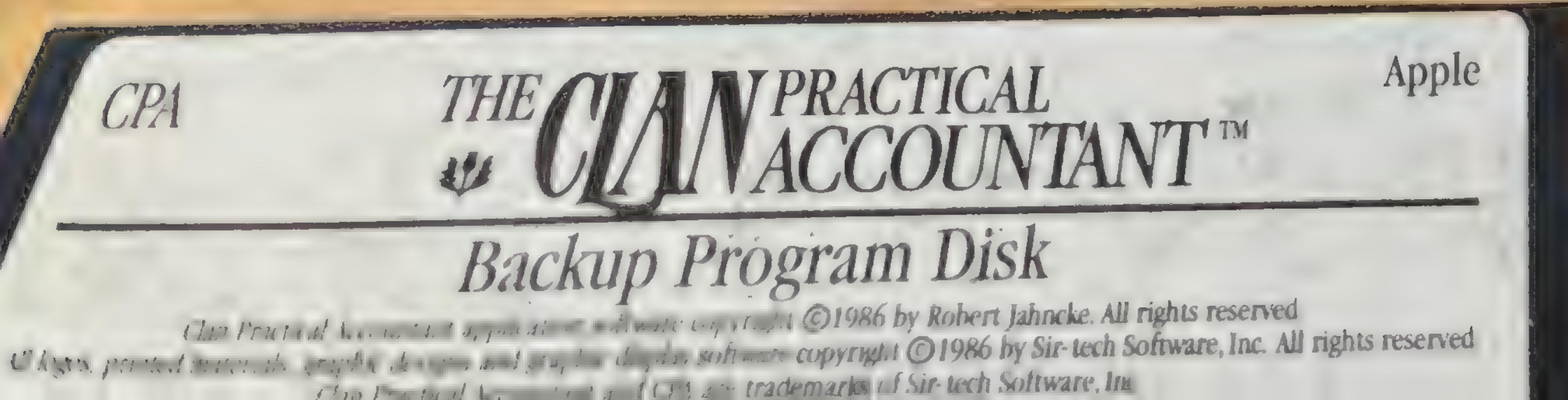
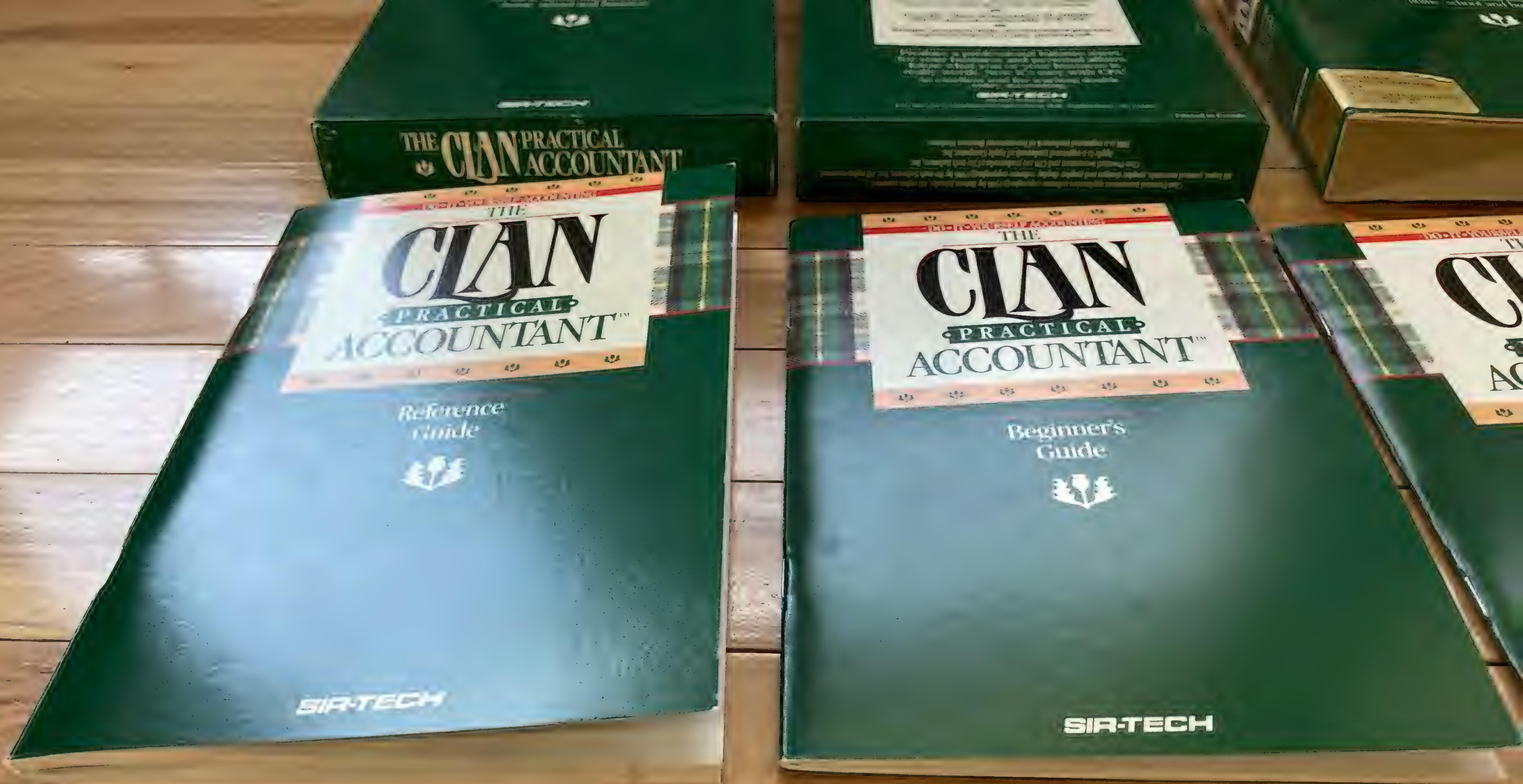
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Memory size _____
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 25-34 35-50 over 50
user: male female
CARD TO ACTIVATE WARRANTY







Provide a professional income statement for your business and personal affairs. Know what you do for your business is really worth. Now it's easy with CPA! An excellent tool for getting double entry accounting.

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CPA REFERENCE GUIDE THE PRACTICAL ACCOUNTANT

If you don't want a printed copy of the information on a screen, press [N]. You will be returned to the Enter Transactions menu.

If you wish a printed copy of the liquid asset report, and it has a printer attached to your computer, press [Y] ("Yes") and have a printer attached to your computer, press [Y] ("Yes") and it is switched ON at time. If your printer is loaded with paper, and is switched ON at time. If your printer is loaded with paper, and is switched ONLINE, press [RETURN] to print the report. Otherwise, press [ESC] to return to the Enter Transactions menu.

If you print the report, you will be returned to the Enter Transactions menu as soon as printing is completed. [ESC] will terminate printing if pressed while the report is being printed.

7. Quit to Main Menu.

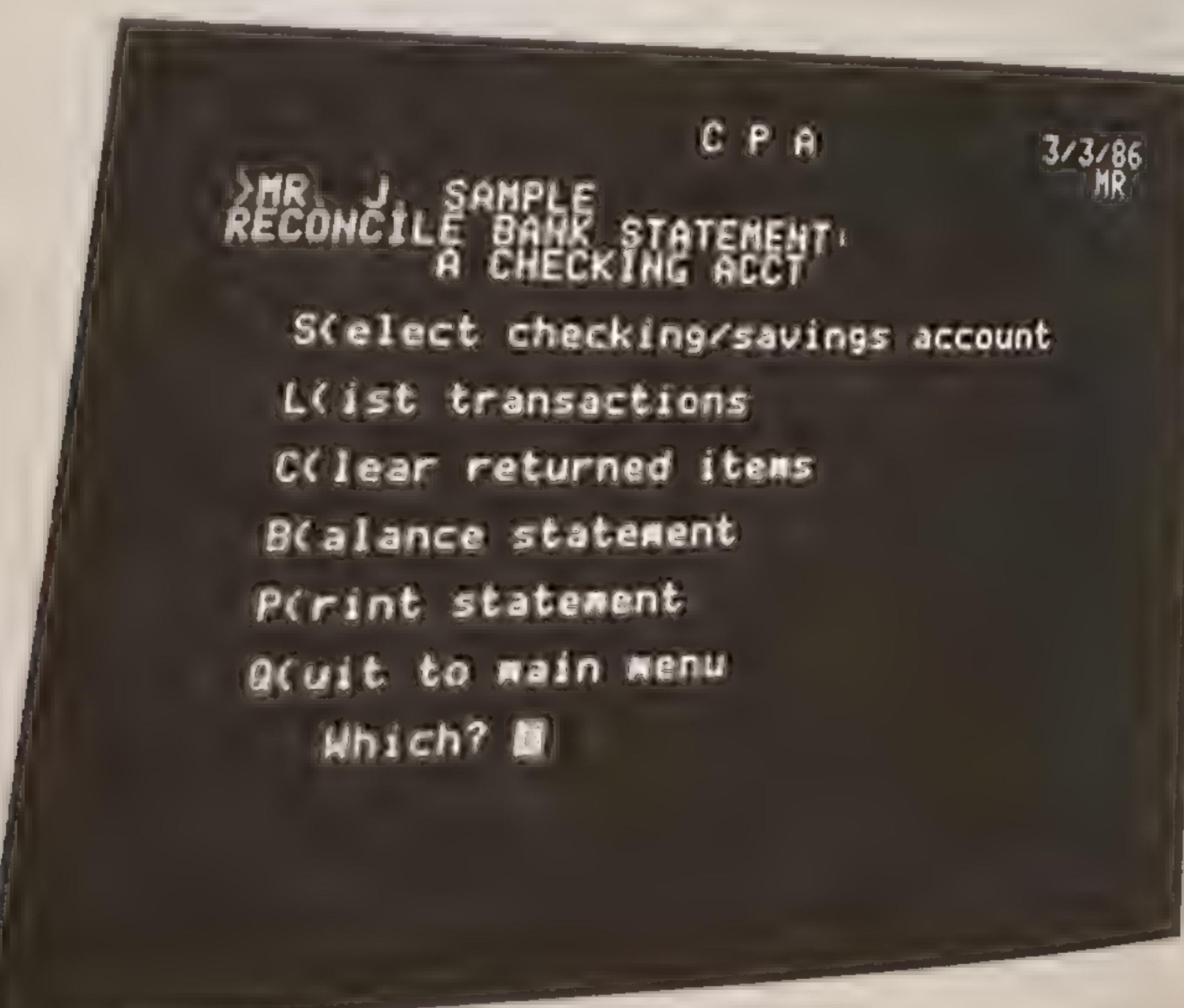
Pressing [Q] from the Enter Transactions menu will terminate operation of the program segment and return you to the Main Menu.

C. Reconcile Bank Statement.

The purpose of this segment is to help you perform the important job of reconciling your account records with bank or other financial statements--"balancing your checkbook." It is designed to make this normally tedious and time-consuming task as simple and quick as possible.

This segment also provides printed or displayed balance statements and transaction listings which are available at any time.

Press [R] to select R(econcile Bank Statement from the Main Menu. After brief disk drive activity while the segment is loaded into your computer, you will see this screen:

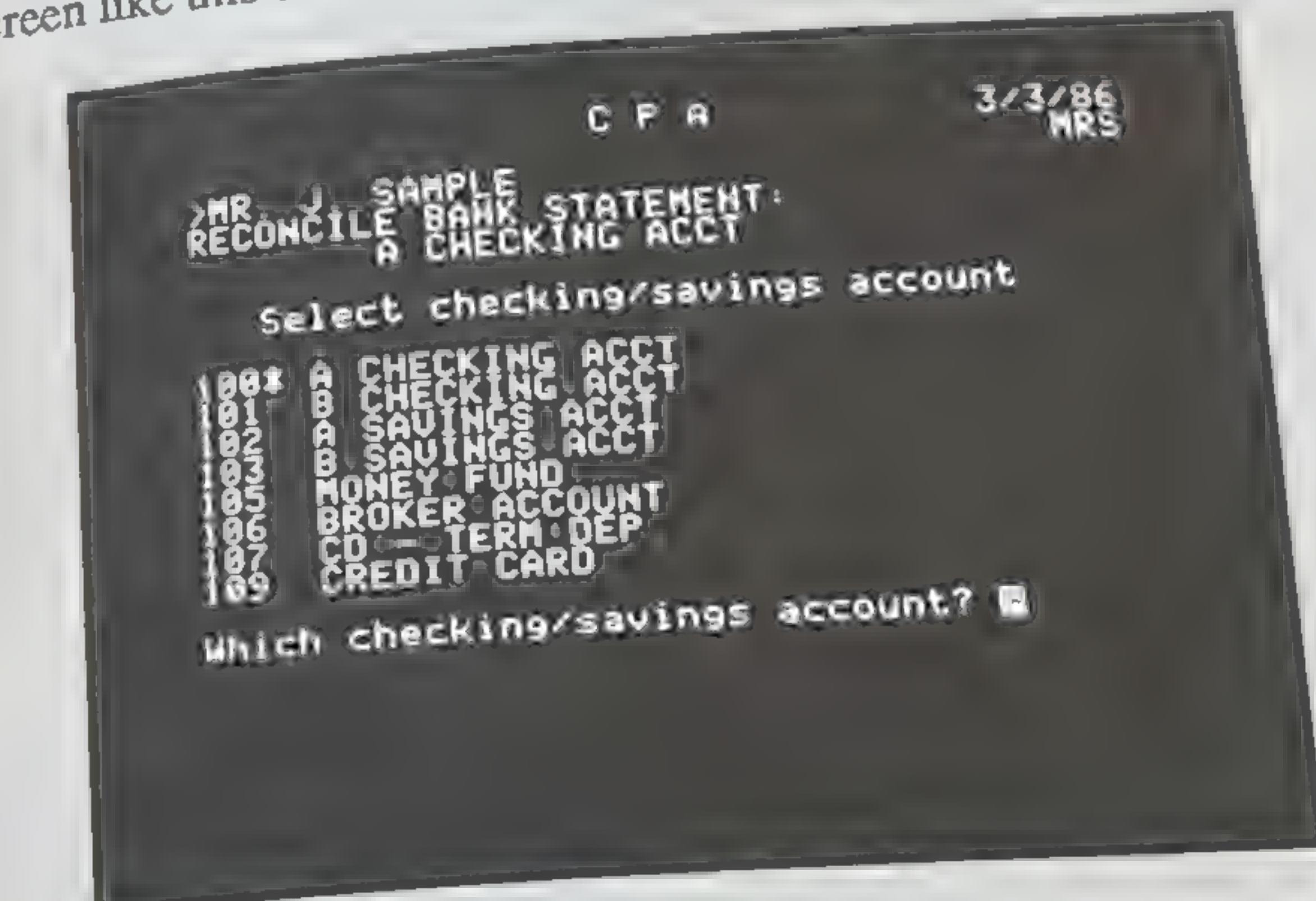


CHAPTER 4: OPERATING SEGMENTS

This is the Reconcile Bank Statement menu. Use it to obtain this segment's functions.

1. S(elect Checking/Savings Account.

This function allows you to choose the liquid asset account to be reconciled with a bank statement. To obtain it, press [S] from the Reconcile Bank Statement menu. When you do so, you will see a screen like this one from the CPA Sample program:



As you can see, liquid asset accounts are listed in two columns containing the account numbers and names. An asterisk (*) will be displayed following the number of the account which is currently selected for reconciliation (this will be the default account from Enter Transactions unless it has already been changed here).

To change the selected account, type either the number or the name of the account you wish to reconcile (the account must be one listed on the screen). Your entry will be accepted as soon as it is recognized: you do not have to press [RETURN].

As soon as the entry is accepted, you will be returned to the Reconcile Bank Account menu, where you will see the new account name displayed.

If you press either [RETURN] or [ESC] without first typing a name or number, you will be returned to the Reconcile Bank Account menu with no change to the current selected account.

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Produce a professional balance sheet
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Franklin Ace 2000 Series
64K
2 Drives
Disk-oriented processor
Processor: 6502
Clock: 1MHz

THE CPA

BEGINNER'S GUIDE TO BOOKKEEPING

At this point, your records show the reduction of your principal loan balance, the payment of interest, and a \$600 total increase in your net worth, as well as the original twelve loan payments. This follows what has really happened, including the increase in value which you hold in your car. Depending on your tax status, depreciation might or might not be an allowable deduction, and the specific way in which transfers are made to record real shifts of value which are not accounted for in day-to-day entries might vary, but this example illustrates how transactions can be used to

It also indicates how much CPA can simplify record-keeping: these transactions, which involve transfers of value between five different accounts, including net worth, require only two transaction entries in the program.

Notice that these same changes in value could have been made, for example, by applying car payments directly to the car loan (which in this method would include interest as well as principal) throughout the year, then transferring the interest portion to expenses at year-end. You can choose the method which best fits your own preference, situation and legal requirements: CPA allows complete flexibility in tailoring record-keeping to your needs.

Earlier, we mentioned that the double entry method is intended to "balance" the books. Let's take a quick look at how this works.

The four types of accounts make up two each of what could be called "positive" and "negative" types. The positive types, income and assets, represent money which comes into your possession, or which you already have, respectively. The negative types are expenses and liabilities; money which you pay or which you are obligated to pay at a later date. The positive and negative types are natural opposites. The structure of bookkeeping is set up to work with these pairs of opposites. In a properly set-up and maintained bookkeeping system, income and expense accounts track movements in and out of asset accounts, while the total of all asset accounts is always equal to the total of all liability accounts. When the sum of all asset accounts is equal to the sum of all liability accounts, we say that they are "balanced."

You may wonder how or why the asset balance should equal the liability balance. Clearly it is possible to add assets without adding liabilities, or to increase liabilities without increasing assets. How can total assets always equal total liabilities if one can grow independently of the other?

The answer is, in bookkeeping, total assets and liabilities are not allowed to grow independently of each other.

This is accomplished through a convention. The sum of all your asset and liability accounts is your "net worth"--the value of everything you own minus the value of everything you owe; what you would have

6

PART 1: BASIC PRINCIPLES

left (or owe) if all your assets were used to pay toward your obligations. Net worth changes every time an asset or a liability is added or changed. If we establish an account called "net worth," and if it is the right type of account, it will change by the correct amount to automatically compensate for any change in total assets or liabilities, correcting imbalances as they occur.

As we mentioned earlier, net worth is treated as a liability account for bookkeeping purposes. This convention forces total assets and total liabilities to be the same: net worth goes up by the amount which assets increase or liabilities decrease, and net worth goes down by the amount which assets decrease or liabilities increase. As long as the amount of each payment, receipt or transfer is added to or subtracted from net worth correctly, and as long as the entries made in each account (source, destination and net worth) are identical, the books must balance. Problems sometimes arise in manual "pencil-and-paper" bookkeeping systems in this regard due to simple clerical error when a human bookkeeper records different amounts for the same transaction, or adds up a column of figures incorrectly.

This type of error is eliminated in CPA: the program requires only one entry for each transaction, which remains the same for each affected account, and of course the computer will always add amounts correctly. Naturally, CPA cannot tell if each amount you enter is correct, and your balance and net worth figures will be incorrect if you make errors in transaction entry. However, the program does allow you to change any entries which you later discover to be incorrect.

(You may be wondering why net worth should be considered a liability. If your holdings are greater than your obligations, it would seem as if net worth ought to be an asset; certainly we don't ordinarily think of our property and financial resources as liabilities. However, the reason net worth is considered a liability account is simply that when we do so, the numbers come out right. In fact, we can obtain correct results by very simple methods only if net worth is calculated as a liability. "Net worth," as the term is used in bookkeeping, is an abstraction; a "balancing factor" which exists only to offset differences between the totals of the asset and liability accounts. If net worth is positive, it cancels the amount by which assets exceed liabilities. If negative, it cancels a surplus of liabilities over assets. This convention exists because it provides a powerful check on the accuracy and correctness of the bookkeeping system. While your net worth figure does give you an instant summary of your overall financial position, that is not its primary purpose in bookkeeping).

B. Reconciliation.

One of the most important bookkeeping jobs is "reconciliation"--the comparison of two sets of records in order to detect and correct any

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
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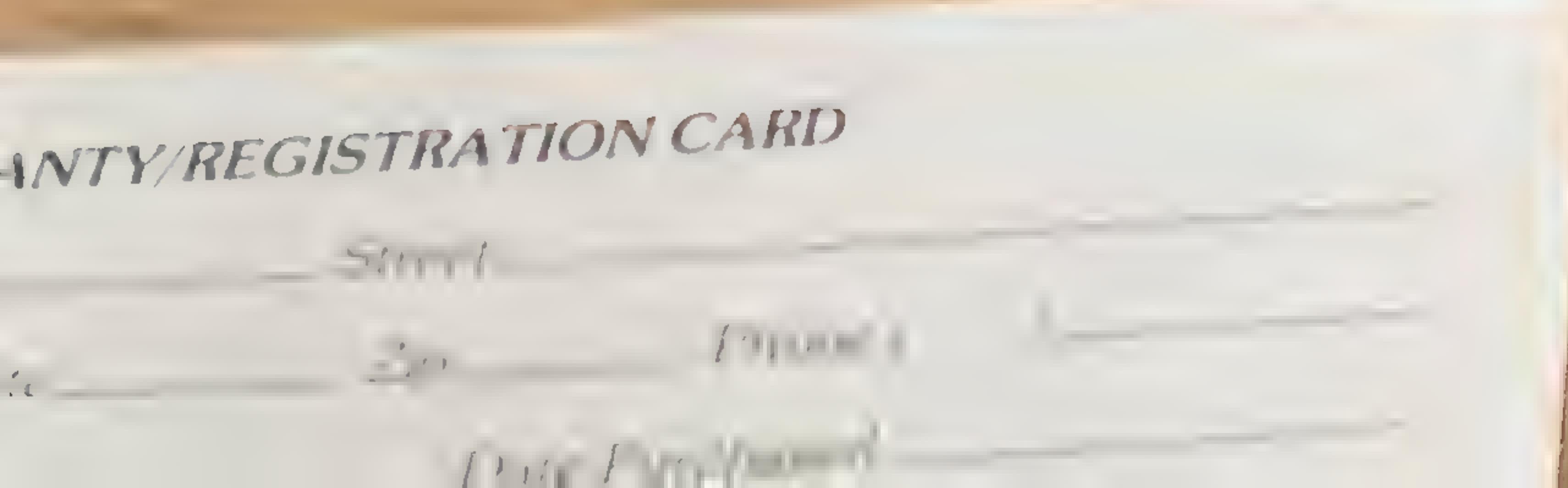
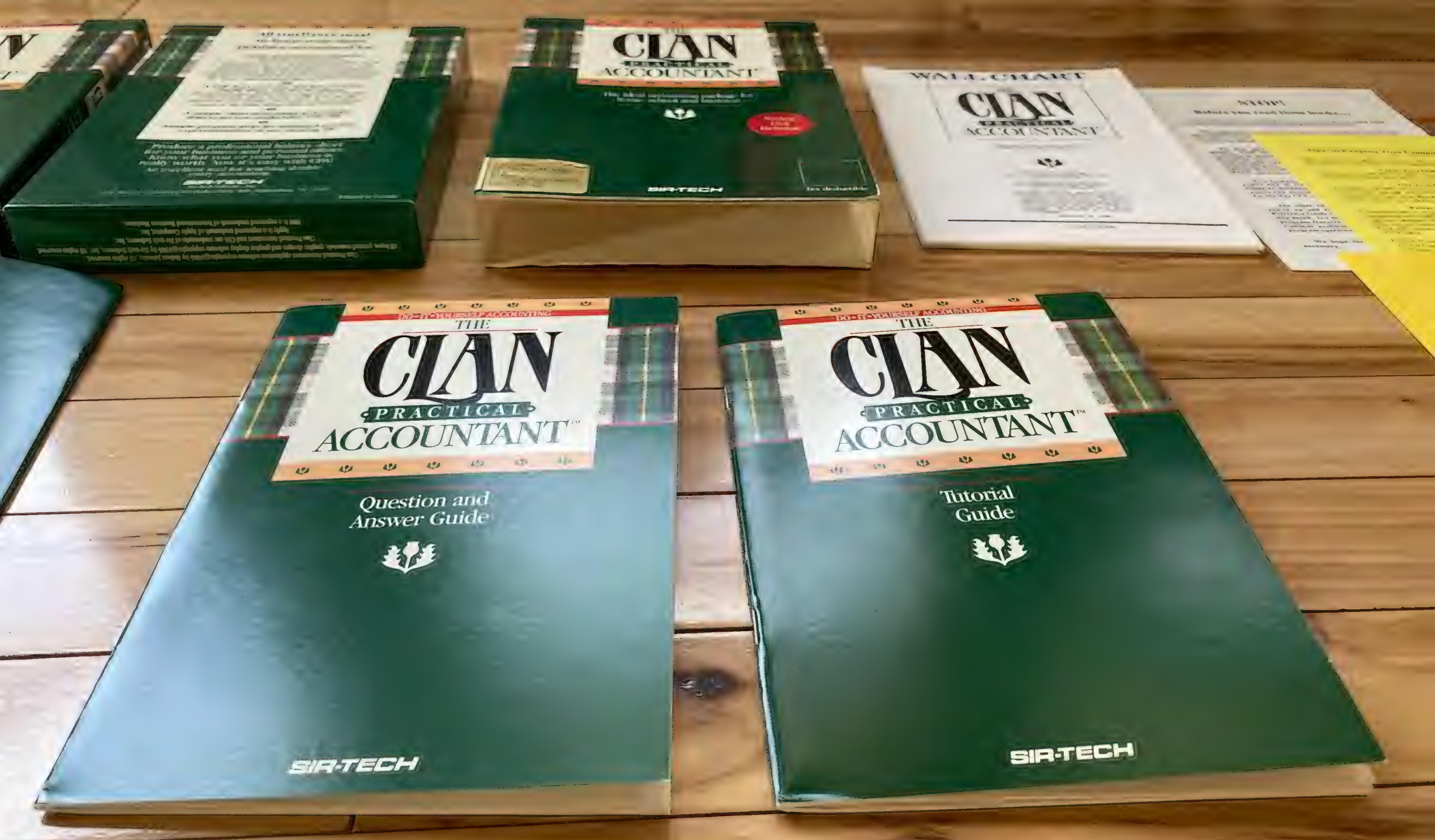
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CPA 006





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PRACTICAL ACCOUNTANT

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Cause 3(f):

The solution here is also to convert back to outstanding transactions which have been cleared, then repeat the reconcile them in chronological order. The best solution is not to let transactions accumulate, but reconcile them in timely fashion as they are received.

Answer 3(f):

The bank has made a mistake. (It does happen!) This will be the case if the bank statement disagrees with your physical records, cancelled checks, deposit slips, etc.--and there are no unaccounted special charges or credits.

Question 4:

The program won't accept an entered date. What am I doing wrong?

Cause 4:

The date you're trying to enter is outside the fiscal year stored on your data disk.

CPA is designed to help you enter only valid data. As part of this design, the program won't save records from different fiscal years on the same data disk. When a date is entered, CPA compares it to the fiscal year stored on your data disk. Dates outside the fiscal year are rejected.

Answer 4:

If the date you want to enter is outside the fiscal year, what you should do depends on whether the date is earlier or later than the fiscal year:

If you want to enter a transaction that occurred last year, you can do so by assigning it a month and day of zero. This signals CPA to include it in account balances, but not in totals for any month this year. For example, in January of 1986 you discover you forgot to enter a deposit to your savings account in December of 1985. Entering the

QUESTION & ANSWER GUIDE

deposit on the 1986 disk with a date of 0/0/86 will give you the correct savings account balance without including the deposit in 1986's business.

If the date is for next year, you can't--and shouldn't try to--enter it on this year's data disk. See the next Question.

Question 5:

I've used CPA successfully all year. Why is the program suddenly refusing to accept dates?

Answer 5:

You're in a new fiscal year.

As discussed for the last question, CPA won't allow you to enter any dates outside the fiscal year stored on a data disk. If, for example, a disk is set up for a fiscal year ending December 31, 1985, you can't enter a date from January of 1986.

It is now time to use the Bring Forward Balances function in the Utilities segment to "roll over" your accounts for a new fiscal year.

This function will prepare a new data disk for the fiscal year following that of the old disk. The new disk will have the same name as the old one, and it will contain the same chart of accounts. Any outstanding transactions will also be transferred. Opening transactions will be placed on the new disk for the balances of all asset and liability accounts. Thus, once this function is performed, you can proceed with entering transactions for the new year without further ado.

Simply select U(utilities) from the Main Menu, and then select B(ring Forward Balances) from the Utilities menu. Follow the directions on the screen to transfer the information on your old data disk (in Drive 1 for this job) to a blank disk in Drive 2.

Question 6:

Why won't CPA accept transactions even though they have a valid date within the fiscal year?

Answer 6:

The data disk is full.

Use the Bring Forward Balances function in the Utilities segment to start a new data disk for the same fiscal year as the last one.

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Ogdensburg, New York

4

5

TUTORIAL GUIDE

information needed from your checkbook. Let's make an entry to see how it works.

Entry starts with a payee. Type the name of the person or organization to which payment was made, then press [RETURN]. (Since you are keeping your own records, you can abbreviate as much as you like, of course.) For now, enter ED JONES.

Next you can enter a memo if you wish. You may type in any identification or note that you want in the record, or you can simply press [RETURN] to go on to the next blank. Try typing OIL CHANGE here, then press [RETURN].

The amount is easy to enter. Just type the number of dollars and cents, followed by [RETURN]. If it is a whole dollar amount, there is no need to type anything but the number of dollars: CPA will add ".00" to your entry. To illustrate this, enter 20 (twenty) now. As 20.00 is displayed on the screen, you will also see the balance shown to the right of the "From" account decrease by twenty dollars.

The cursor will now move down to the last empty space in the screen: "Apply to:". On the Payments entry screen, this is the account to which funds are being transferred. Try to type CAR EXPENSES. (*All you can do is try, because as soon as you type the first "E," CPA recognizes the account, completes the typing for you, and supplies the account number.*) The cursor will now move down past the last four items in the transaction record to near the bottom of the screen, and a "mini-menu" will be displayed below the record.

There is never a need to worry if you make a mistake typing any of the first four items, or if any of the last four items supplied by CPA are incorrect. Once the cursor moves to the mini-menu, you can change any item in the record, or even delete the record completely. The Correct Transaction function will let you correct any errors which you might find in a record any time in the future.

To change any item in an entered record--not only on the Payments screen but on the other three as well--just press the number key corresponding to the number appearing at the left of the item you want to change. If you want to change the amount of the transaction, press [3]. The cursor will immediately move to line 3, Amount. Try this now. Next, press [RETURN]. 20.00 will return to the amount line, and the cursor will go back to the mini-menu. Press [3] again; type 25.06; press [RETURN]. The amount will be set to \$25.06.

Once you have the transaction entered to your satisfaction, you can save it as a record three different ways:

* You can press [Q] to return to the Enter Transactions menu.

TUTORIAL GUIDE

* You can press [N] to go on to the next Payments transaction.
* You can press [P] to go back to the last transaction--of any type--in the records.

You can also get rid of the transaction, or its effects on your account balances, three different ways:

* Press [ESC] to erase the transaction and return to the Enter Transactions menu.

* Press [D] to erase the transaction and remain in the Payments entry function.

* Press [V] to void the transaction. (A new line, numbered "9," will appear when you do this to show the void status. You can then change back from void if you want by selecting Line 9 and following the screen prompts.)

NOTE: The D(delete option is only available with the last transaction in the records. As soon as a transaction is entered, the previous transaction can be voided, but not deleted. D(delete is not even listed in the mini-menu for any transaction except the last. This prevents leaving "holes" in your records and provides an audit trail.

The terminology and items are slightly different in the Receipts and Transfer/Journal entry functions, but they work and are used in the same way as the Payments function: try a few Receipt and Transfer/Journal entries to see the differences.

2. Correcting Transactions.

Correct Transactions doesn't work in quite the same way as the transaction entry functions. One difference is that in the Correct Transaction function, all the lines are filled in with existing values, and all items are changed by using the mini-menu to alter the record one line at a time: you won't automatically step through the first four lines as you do in transaction entry.

Another difference is that the N(ext option in the Correct Transaction mini-menu moves you out of Correct Transaction from the highest-numbered record, rather than allowing entry of a new transaction. Both N(ext and P(Previous move you sequentially through the records, regardless of transaction type. You can correct any type of transaction while you are in the Correct Transaction function, and you will see the right entry screen for each type.

Correct Transaction differs also in that it can be reached from the Payments, Receipts and Transfer/Journal entry functions, as well as from the Enter Transactions menu. When you select the P(Previous

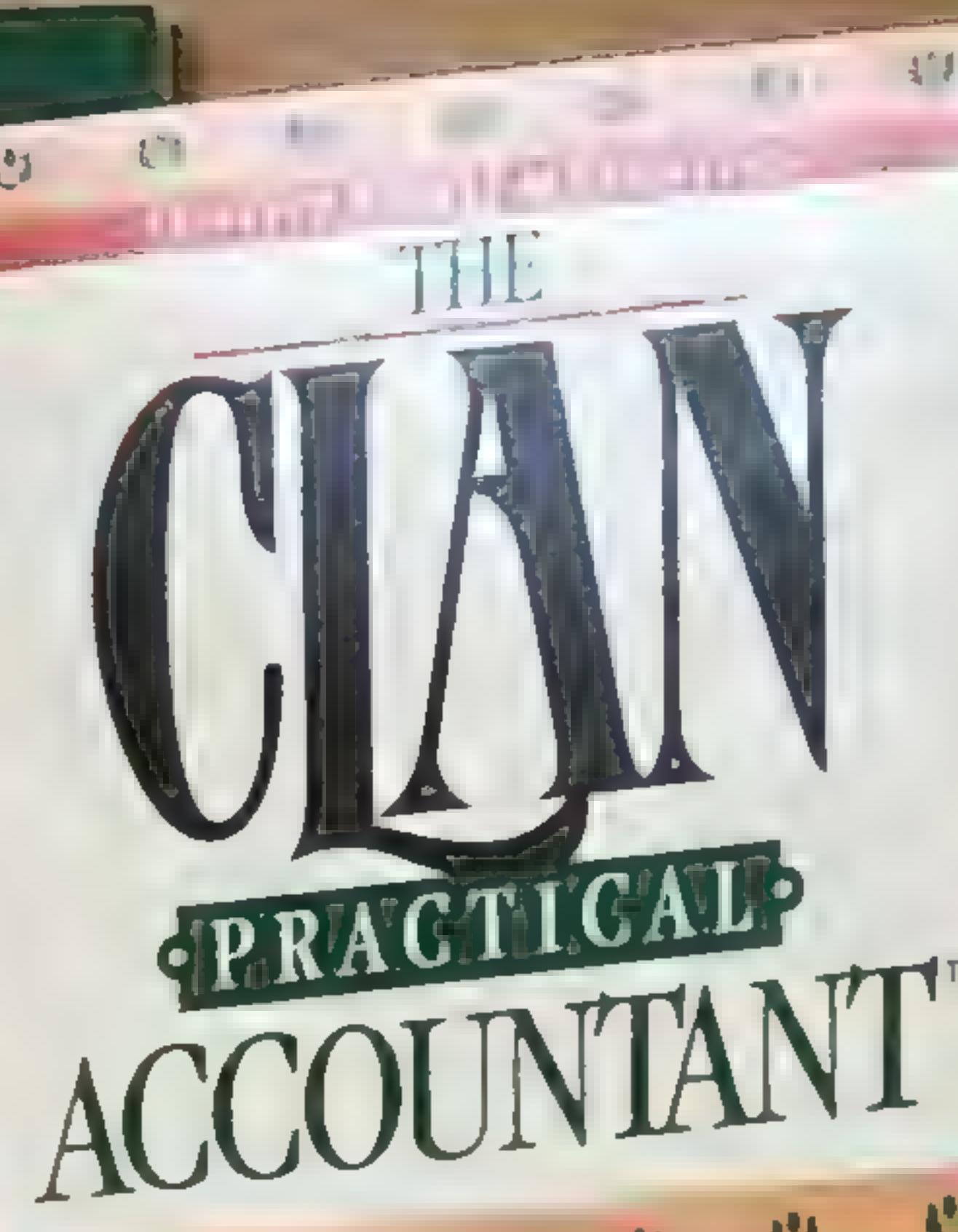


WARRANTY/REGISTRATION CARD

Street _____
 State _____ Zip _____
 Date Purchased _____

WARRANTY/REGISTRATION CARD

State _____	Zip _____	Phone _____				
Date Purchased _____	and					
<input type="checkbox"/> Computer Store	<input type="checkbox"/> Hobby Store	<input type="checkbox"/> Department Store				
<input type="checkbox"/> Book Store	<input type="checkbox"/> Mail Order	<input type="checkbox"/> Book Store				
<input type="checkbox"/> Magazine	<input type="checkbox"/> Friend	<input type="checkbox"/> User Group				
<input type="checkbox"/> Computer Store	<input type="checkbox"/> Computer Store					
Memory Size:						
Who purchased this program?	<input type="checkbox"/> Adult	<input type="checkbox"/> Parent				
Gender:	<input type="checkbox"/> 19-13	<input type="checkbox"/> 14-18	<input type="checkbox"/> 19-24	<input type="checkbox"/> 25-34	<input type="checkbox"/> 35-50	<input type="checkbox"/> over 50
Age:	<input type="checkbox"/> 19-13	<input type="checkbox"/> 14-18	<input type="checkbox"/> 19-24	<input type="checkbox"/> 25-34	<input type="checkbox"/> 35-50	<input type="checkbox"/> over 50
Sex of primary user:	<input type="checkbox"/> male	<input type="checkbox"/> female				
PLEASE RETURN CARD TO ACTIVATE WARRANTY						



PRINTER SET-UP

Before *Clan Practical Accountant* can be used to produce hardcopy reports from your financial data, the program must know what kind of printer you have attached to your printer.

Following is information which will allow you to use many printers which do not appear in the menu of the Initialize Printer function of the *C.P.A.* Setup segment. Any printer appearing in these lists will support "condensed" printing and will print *C.P.A.* "Wide" reports. If you have a printer which does not appear either on the Initialize Printer menu or in these lists, it should work with the "80 columns (only)" option in the menu, but will not produce wide reports.

1. Epson-equivalent Printers

Your printer may be one of the many which works like an Epson printer. If your printer model is listed in the following table, choose *Epson* (item 3) from the Initialize Printer menu:

Manufacturer	Model(s)
Anex	ADS-2000
BMC (USA)	BX80
Blue Chip Electronics	120/10
CAL-ABCO	Legend 800
Centronics	GLP-100, H136, 351PC
Citizen	MSP-10/15, MSP-20/25
Copal	SC-1200, SC-1500, SC-500
Epson	FX80, MX80, LQ1500, RX80
Gericom	301A, 3024
Mannesmann Tally	Sprint 80
NEC	Spinwriter 2000, 3550, 8850
Panasonic	KX-1090, KX-P1091, KX-P1092
Ricoh	RPH-300-IBM
Roland DG	PR-1011
Star Micronics	Delta 10, Radix 10, Gemini 10x
Texas Instruments	855

2. Custom Printer Setup.

C.P.A. will produce wide-format Monthly and Department Reports with a number of other printers if supplied with "Printer Codes" using the Custom option in the Initialize Printer function. If your printer appears in the following list, use the Custom option to enter the Printer Codes for Normal and 132-Column printing listed for your printer. The codes must be entered exactly as shown here, including slashes (/).

Printer Make/Model(s)	Normal	Printing Mode 132-Column
Anadex WP-6000	/27/14/48	/27/70
Anadex DP-6500, 9001, 9501, 9620, 9625, 9725	/18	/20
C. Itoh & Co. 1550, 7500, 8510A,B	/27/18	/27/81
Centronics 350 series	/27/149/119	/27/91/52/119
Datavault DS220	/27/649/48/77	/27/36/49/49/77
Diablo P11, P31, P32, P38	/27/63	/27/67
Diablo S11, S31, S32	/27/55/51	/27/55/53
DEC LAS0, LA100	/27/91/48/119	/27/91/52/119
Genacom 3184, 3304, 3404	/27/01/48/8109	/27/91/49/51/109
Hewlett-Packard (All)	/27/38/107/48/83	/27/38/107/50/83
Integral Data IDS-480, P80, P132	/31	/31
Mannesmann Tally 1801, 180L	/27/91/52/119	/27/91/54/119
Micro Peripherals Soluon Series S, X, SX	/27/65/48/48	/27/65/48/55
Micro Peripherals Primate 80, 150, Sprinter	/27/79/4	/27/78
N. Atlantic Qantes 7020-7065	/27/91/49/119	/27/91/53/119
NEC Pinwriter P23-P2, P2/P3-7	/27/78	/27/81
Radio Shack DMP-430, DMP-1200, TRP-100	/27/19	/27/20
Toshiba P1340, P1351	/27/93	/27/91

Printed in Canada

986

The Chart of Accounts Manager Disk

Yet Another Enclosure?

As sometimes happens in the development of a new program, we added a powerful new feature and capability to *C.P.A.* after the printing of the regular User's Guides. The feature is "The C.P.A. Chart of Accounts Manager." It gives you the capability of maintaining a "library" of different charts of accounts for installation and use on different data disks that you might require. We didn't want to wait for the printing of new User's Guides before we offered this added *C.P.A.* value, so we are including it as a bonus now.

Copying The Disk:

The Chart of Accounts Manager (CAM) is located on the *C.P.A.* disk side which is labeled "Chart of Accounts Manager," and is a separate program from *C.P.A.* itself. The Manager program has the capability to copy itself, or to copy a chart of accounts onto a new blank disk, thus creating a customized ready-to-use data disk in one simple step. You may make as many copies of this program and data as you wish, and you may give copies to others. This will allow you and your friends who use *C.P.A.* to easily share useful charts of accounts which you develop.

How It Works:

CAM contains a few features which are also found on the *C.P.A.* program disk, plus a whole new set of its own. As its name states, the program's purpose is to manage charts of accounts. So it will do this, CAM has been given a special set of associated capabilities:

- * It will create a new data disk with a chart of accounts.
- * It will maintain a "library" of up to twenty (20) different charts, from which you may choose the chart you want to use. (There are nine ready-to-use charts already on the Manager disk.)
- * It will list the contents of any chart in the library for easy examination.
- * It will allow you to delete any chart which you do not need from the library.
- * It will add the chart of accounts from any *C.P.A.* data disk to the library, or allow you to create a new chart of accounts from scratch without using the *C.P.A.* program.

Only the CAM program should be used to install a library chart of accounts on a data disk. Do not attempt to use the main *C.P.A.* program's Utilities Segment to copy a chart of accounts from a Chart of Accounts Manager disk, as this will cause a computer error. Once a data disk is created with the CAM program, you may begin using it immediately with *C.P.A.* without using the Utilities Segment.

How To Use CAM:

To begin use of the CAM program:

1. Insert the disk labeled "Chart of Accounts Manager" into Drive 1 with the Chart of Accounts Manager label facing up.
 2. Switch the computer ON.
 3. CAM will now load itself and begin to run.
- (Note: Copies of the Manager disk side which you make using CAM will work the same way.)

(OVER)

Tips on Keeping Your Computer Healthy

We hope you are getting a byte or two out of your computer each day. Here are a few tips on prolonging the life of your software.

Clean Your Disk Drives

Cleaning your disk drives takes only a few minutes and makes them work better. Clean your drives every second week.

Get Your Drives Tuned

A majority of disk problems are caused by misaligned disk drives. Your most valued software could be damaged. So protect your investment—get your drives aligned and speed adjusted at least twice a year at your dealer.

Protect Your Computer's Power

Computers like a steady power supply. However, large appliances or equipment send spikes down a power line. These power spikes cause memory glitches and can alter software if you were writing to the disk when a transient happened. A surge suppressor such as a Blitz Bug will prevent power surges. At \$25 to \$50, they are a good investment.

Follow these tips and you will probably never have a problem with your software. Our experience has been that at least 97% of reported software problems are caused by unmaintained computers. Your dealer is in business to support you. If you have any questions, go see him, he will be happy to help you.

SIR-TECH SOFTWARE INC. 6 MAIN STREET
OGDENSBURG, NEW YORK 13669
315-393-6633

ADDENDUM

New Feature:

It is now possible to quickly switch between *C.P.A.*'s transaction entry screens without using the Enter Transactions menu.


If you press CTRL-Z before you type any new data on a Payment, Receipt or Transfer/Journal transaction entry screen, you will be prompted to select one of the other two screens from the screen you are currently using. Further information on this feature may be found on Pages 12 and 13 of the *Question & Answer Guide*.

No other feature of transaction entry as covered in Chapter 4 of *The C.P.A. Reference Guide* is affected by this change.

We hope you will find this a useful addition to *C.P.A.*

9/86

Printed in Canada



PRINTER SET-UP

Before *Clan Practical Accountant* can be used to produce hardcopy reports from your financial data, the program must know what kind of printer you have attached to your printer.

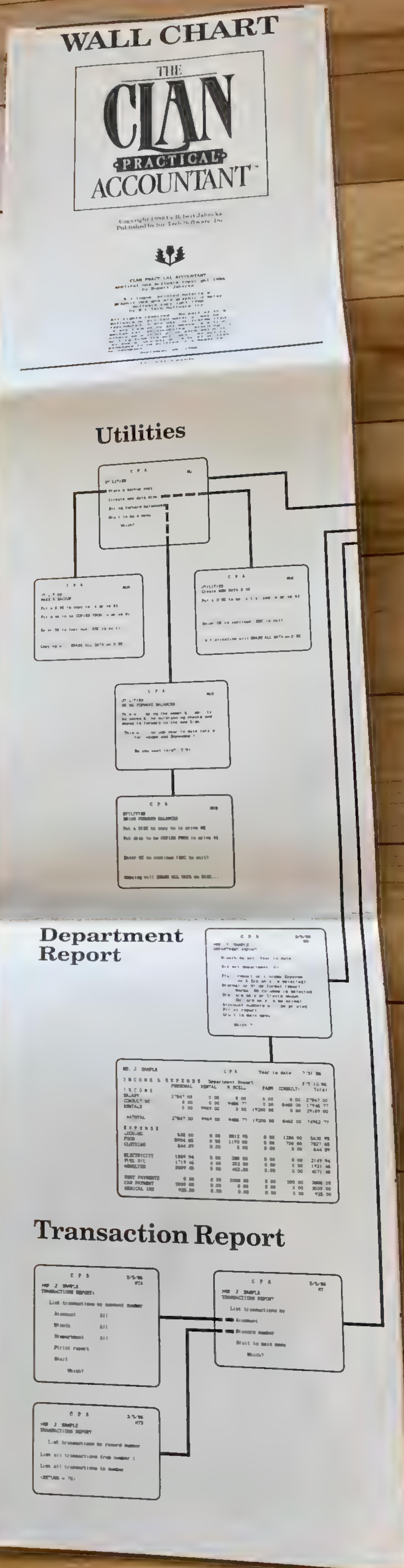
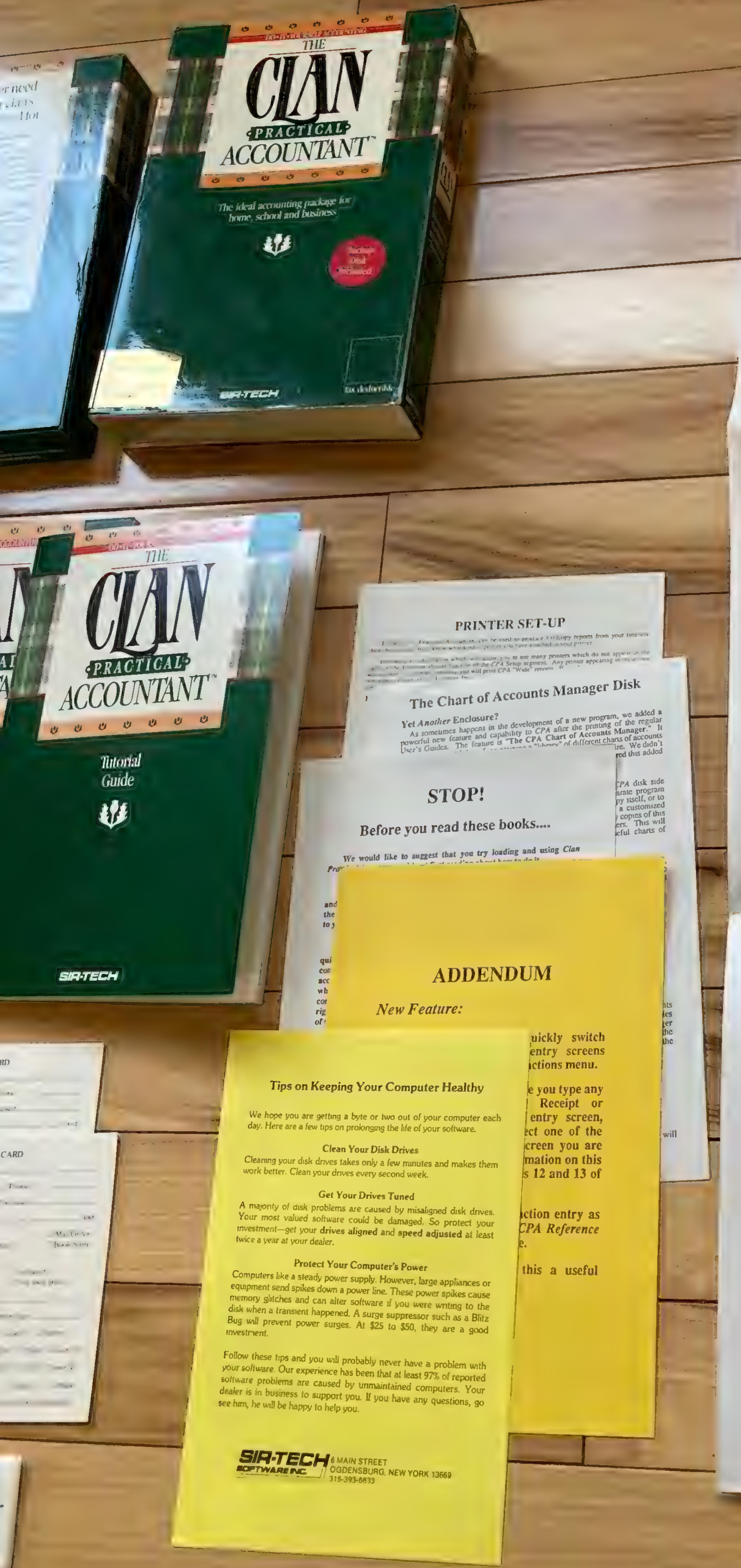
Following is information which will allow you to use many printers which do not appear in the menu of the Initialize Printer function of the *CPA* Setup segment. Any printer appearing in these lists will support "condensed" printing and will print *CPA* "Wide" reports. If you have a printer which does not appear either on the Initialize Printer menu or in these lists, it should work with the "80 columns (only)" option in the menu, but will not produce wide reports.

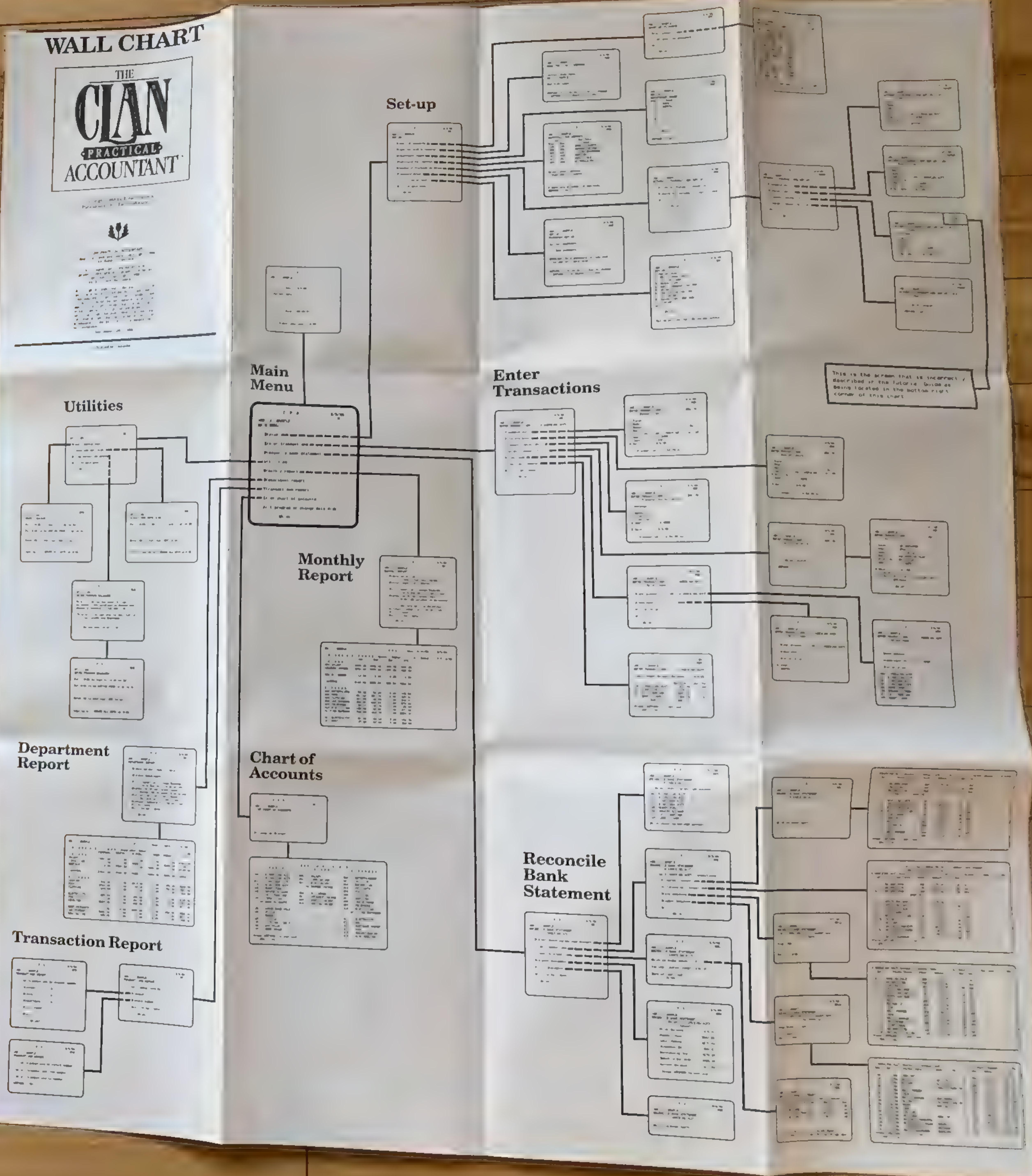
1. Epson-equivalent Printers

Tips on Keeping Your Computer Healthy

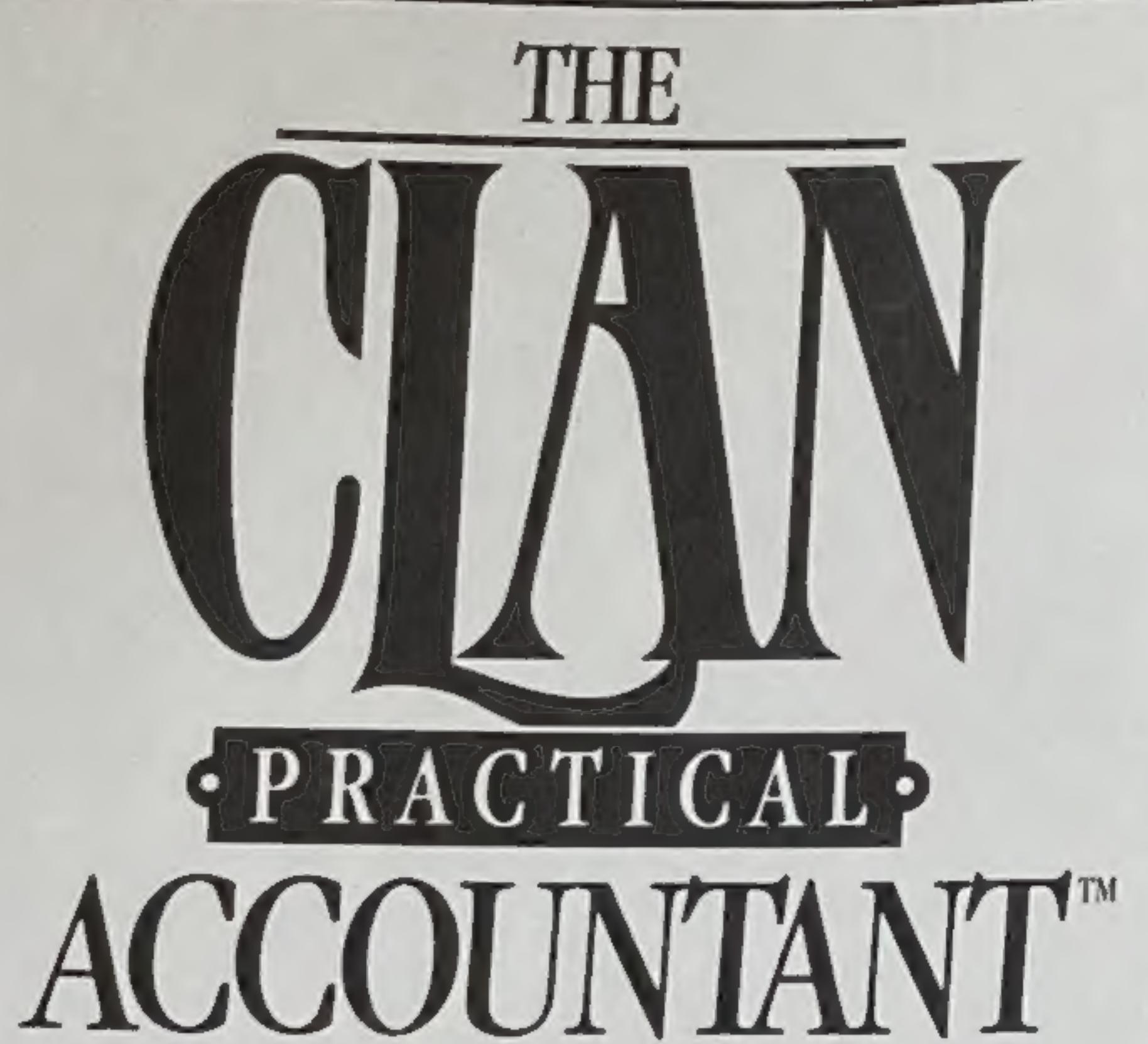
We hope you are getting a byte or two out of your computer each day. Here are a few tips on prolonging the life of your software.

Clean Your Disk Drives





WALL CHART



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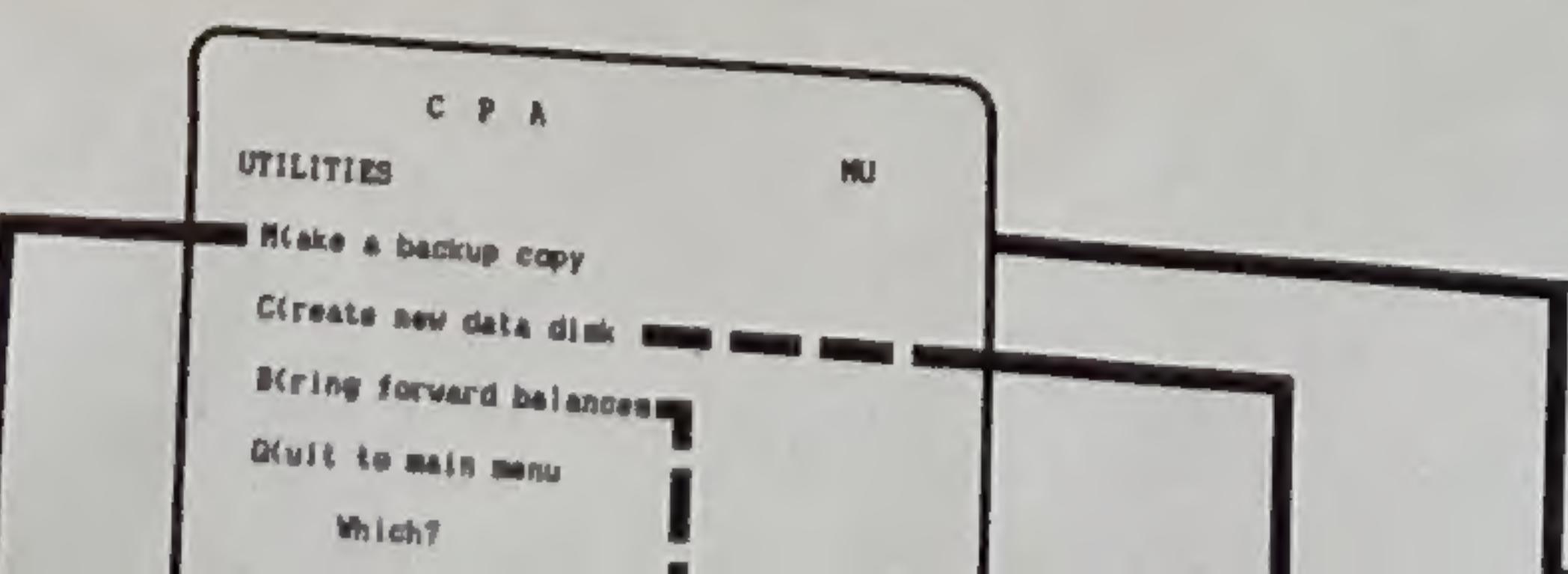
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passages to be printed in a magazine
or newspaper.

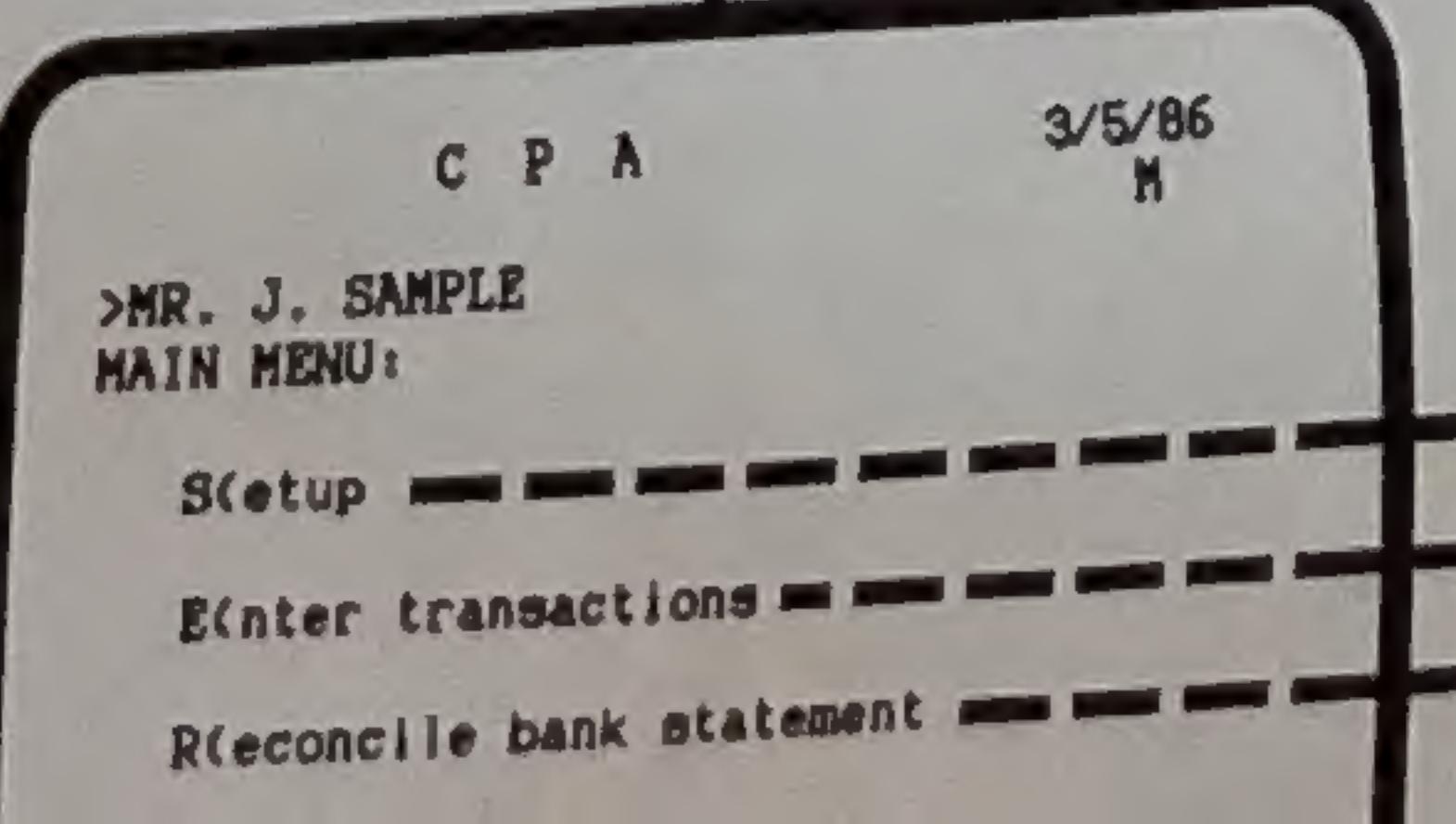
September 28, 1986

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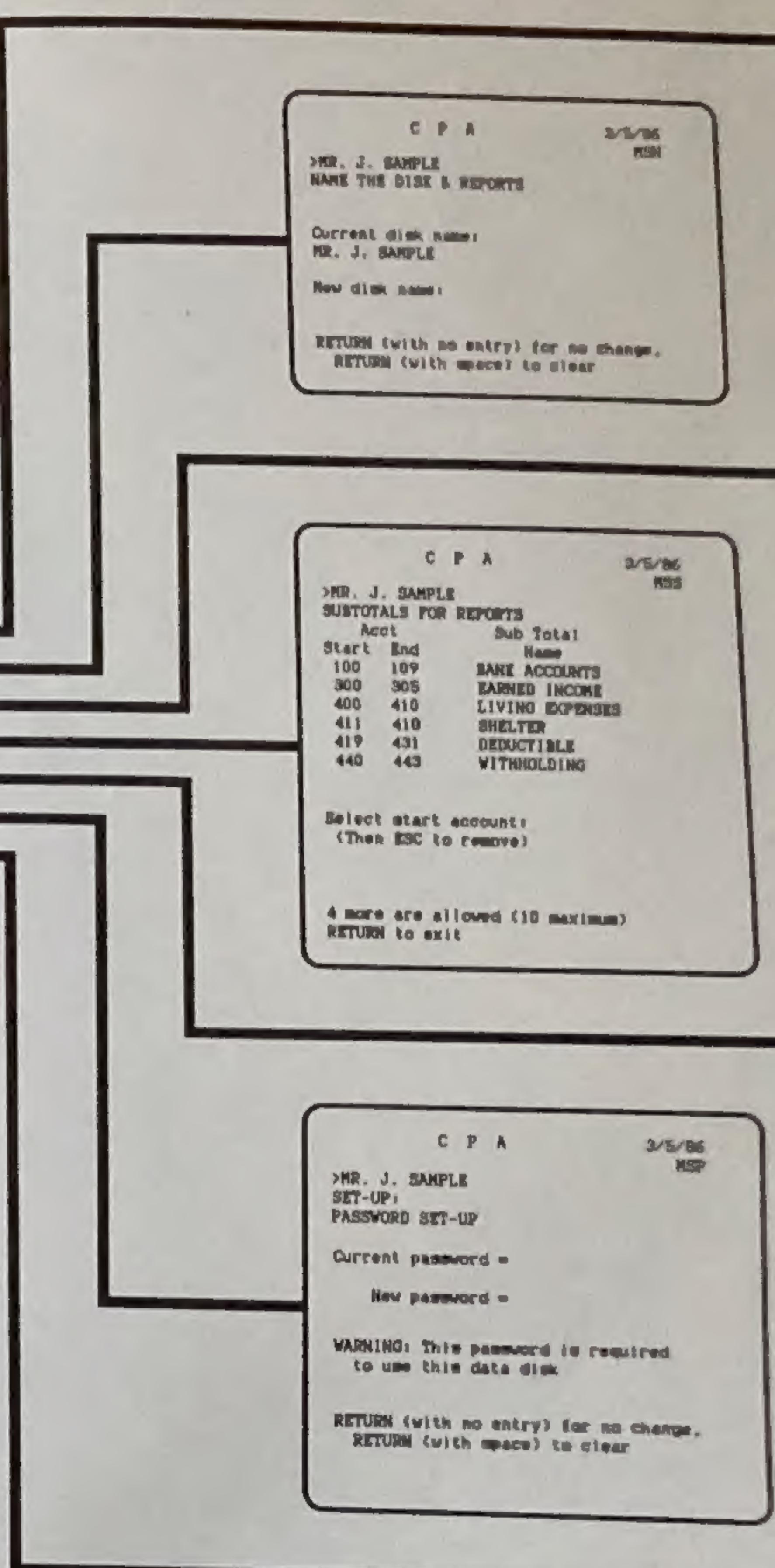
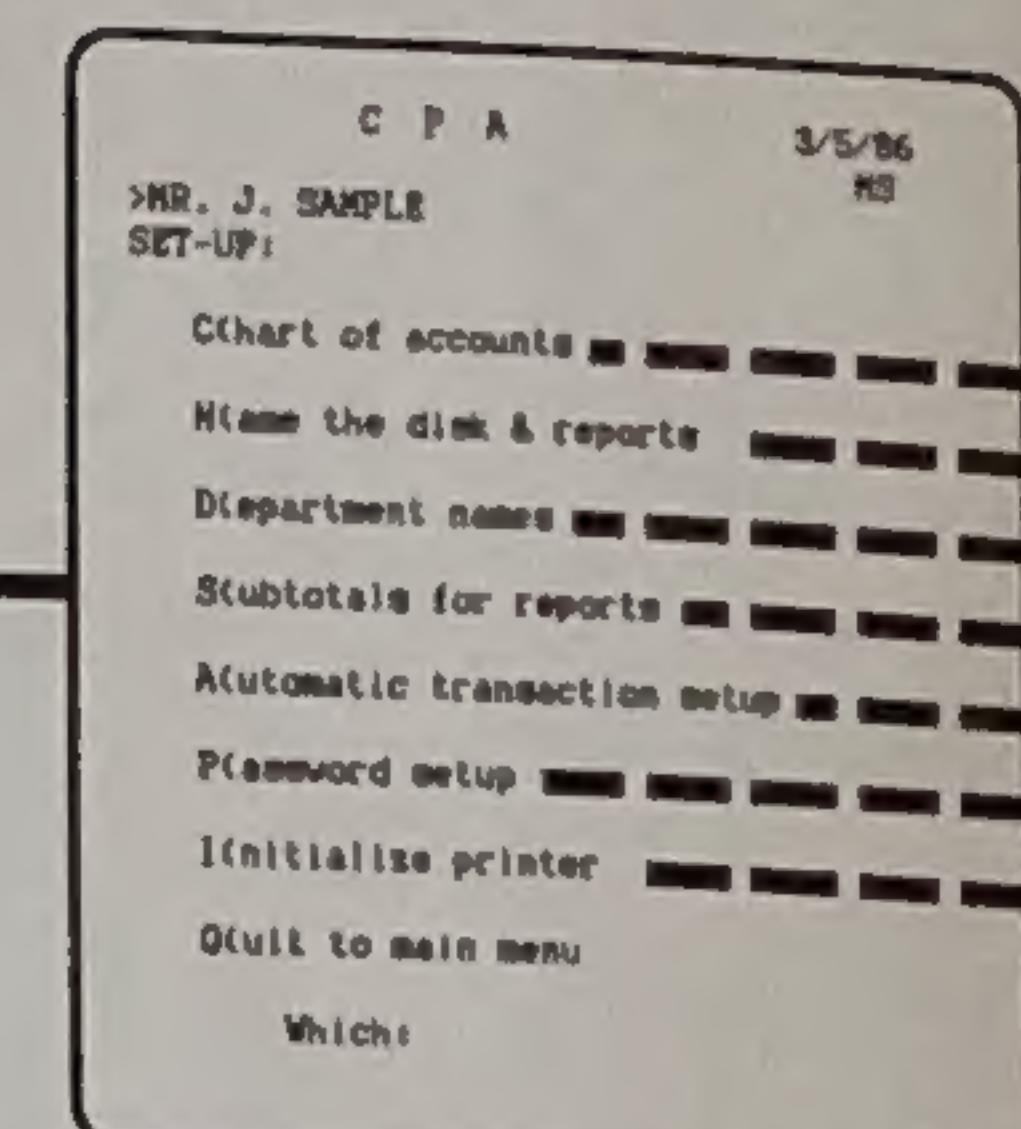
Utilities



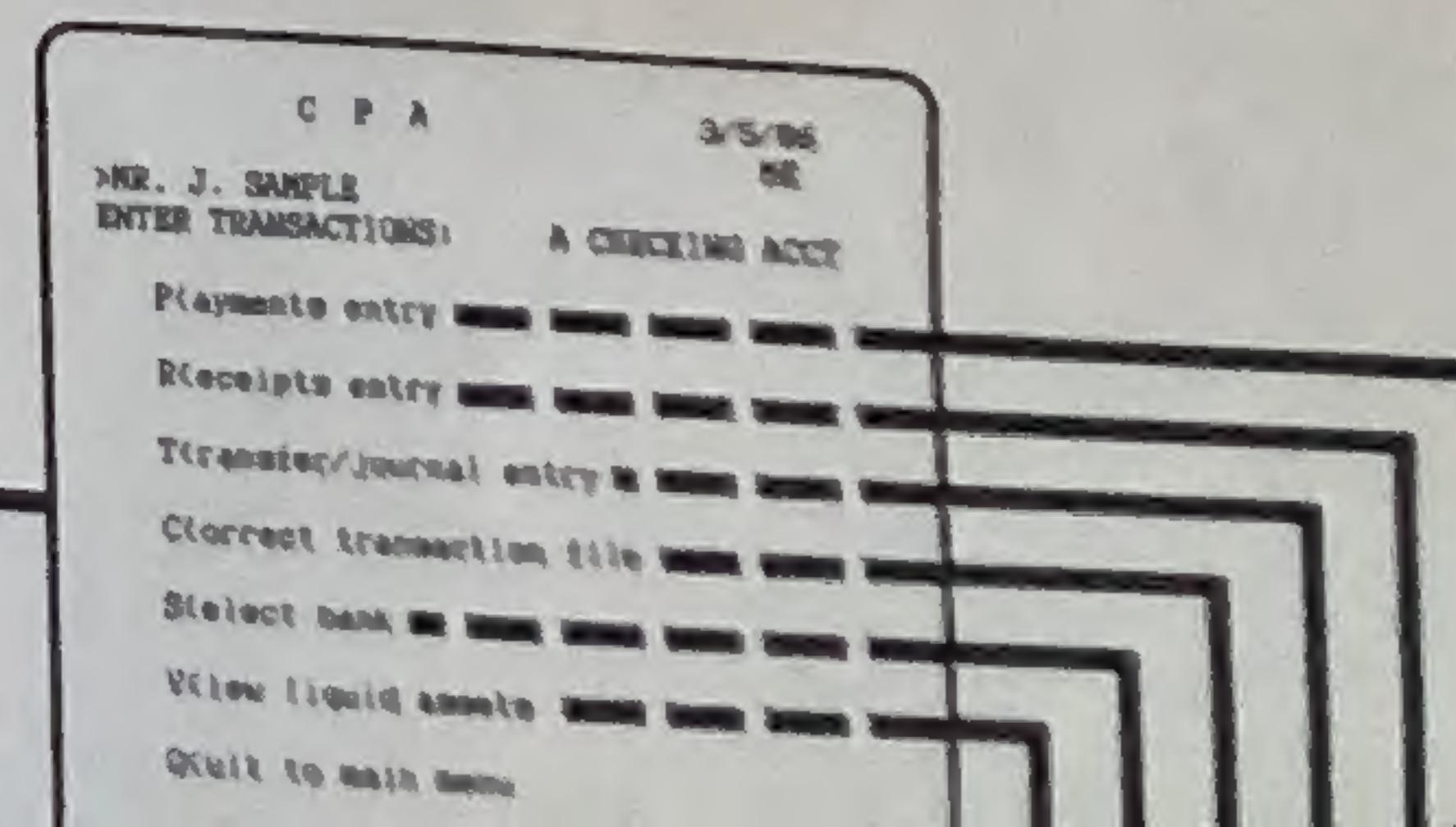
Main Menu



Set-up



Enter Transactions



Set-up

C P A 3/5/86
 >MR. J. SAMPLE
 SET-UP:
 C(hart of accounts
 N(ame the disk & reports
 D(epartment names
 S(ubtotals for reports
 A(utomatic transaction setup
 Password setup
 I(nitialize printer
 Q(uit to main menu
 Which:

C P A 3/5/86
 >MR. J. SAMPLE
 SUBTOTALS FOR REPORTS

Acct	Sub Total	Name
Start	End	
100	109	BANK ACCOUNTS
300	305	EARNED INCOME
400	410	LIVING EXPENSES
411	418	SHELTER
419	431	DEDUCTIBLE
440	443	WITHHOLDING

 Select start account:
 (Then ESC to remove)

 4 more are allowed (10 maximum)
 RETURN to exit

C P A 3/5/86
 >MR. J. SAMPLE
 AUTOMATIC TRANSACTIONS SET-UP:
 E(nter or change information
 R(emove ALL automatic instructions
 Q(uit
 Which?

C P A 3/5/86
 >MR. J. SAMPLE
 SET-UP:
 PASSWORD SET-UP
 Current password =
 New password =

 WARNING: This password is required
 to use this data disk

 RETURN (with no entry) for no change,
 RETURN (with space) to clear

C P A 3/5/86
 >MR. J. SAMPLE
 CHART OF ACCOUNTS
 E(dit account name
 L(list chart of accounts
 Q(uit
 Which:

 100 A CHECKING ACCT 14.4s
 101 B CHECKING ACCT 14.4s
 102 C SAVINGS ACCT 14.4s
 103 D MONEY FUND 14.4s
 104 WORKER ACCOUNT 14.4s
 105 CD - TERM DEP. 14.4s
 106 CREDIT CARD 14.4s
 107 LOAN RECEIVABLE 14.4s
 108 STOCKS 14.4s
 109 BONDS 14.4s
 110 T-BILLS 14.4s
 111 LIFE INS.-CASH 14.4s
 112 CAR VALUE 14.4s
 113 HOME VALUE 14.4s
 114 BANK LOAN 14.4s
 Up, Down, Page
 Top, Bottom, OK

Reconcile Bank Statement

C P A 3/5/86
MRB

>MR. J. SAMPLE
RECONCILE BANK STATEMENT;
A CHECKING ACCT

Prior balance (margin account)
Enter transaction line
Balance statement
Final statement
Last transaction date
Alt.

C P A 3/5/86
MRP

>MR. J. SAMPLE
RECONCILE BANK STATEMENT;
A CHECKING ACCT

Which calendar month? (0,1)

C P A 3/5/86
MRC

>MR. J. SAMPLE
RECONCILE BANK STATEMENT;
A CHECKING ACCT

Include cleared items? (Y/N) N
Date of last item
(1/31/86)

C P A 3/5/86
MRB

>MR. J. SAMPLE
RECONCILE BANK STATEMENT;
A CHECKING ACCT

Balance A CHECKING ACCT
January
Prior Balance = 473.21
Deposit total = 2662.50
total Checks = -2270.04
Statement Bal = 865.67
Outstanding Cks = -3278.59
Deposits Not Ckd = 3625.00
Current Balance = 1412.08 ####
Press <RETURN> to continue

C P A 3/5/86
MRLN

>MR. J. SAMPLE
RECONCILE BANK STATEMENT;
A CHECKING ACCT

List A CHECKING ACCT transactions
by Check no.
From Check no. 204
thru Check no. 233
Return = 233

C P A 3/5/86
MRC

>MR. J. SAMPLE
RECONCILE BANK STATEMENT;
A CHECKING ACCT

Date Payee/Payer Chk January
1/25 DR.SMITH 211 -100.00 ? Rec 35
1/27 DR.JONES 215 -75.00 ? 35
1/27 SAVINGS TRAN 216 -200.00 ? 44
1/30 DR.SCHOLLS S 217 -28.75 ? 45

X=Ckd, ?=Out, V=old, C=change Amount,
Alt., Up, Down, Top, Bottom, Page down

A CHECKING ACCT Account Transactions
Date Payee/Payer Check Amount Ckd Rec Acc
1/1 MR.EMPLOYER DEP 1275.00 1 11 365
1/12 TELEPHONE CO DIV. DEP 112.50 1 20 306
1/15 RE-Employer DEP 1275.00 1 27 306
TOTAL = 3625.50

1/ 9 STATE SAVINGS & L AT -775.00 1 18 413
1/12 STATE SAVINGS & L AT -125.00 1 18 417
1/15 FIRST BANK AT -15.00 1 18 416
1/15 MUTUAL LIFE INS C AT -125.00 1 20 430
1/15 JOES MKT AT -125.00 1 18 416
1/15 EDISON CO. AT 205
1/15 VISA AT 205
1/15 BELL PHONES AT 205
1/15 MAC'S GARAGE AT 205
1/15 TELEPHONE CO DIV. AT 210
1/15 FIRST BANK DEP 227.50 1 23 408
1/15 MR.EMPLOYER AT -125.00 1 26 406
1/20 MUTUAL LIFE INS C AT 1275.00 1 27 300
TOTAL = 3625.50

Press <RETURN> to continue
<ESC to exit>

A CHECKING ACCT Account Transactions Summary
<ESC to stop printing>
Date Payee/Payer Check Amount Ckd Rec Acc
2/ 1 MR.EMPLOYER DEP 1275.00 ? 40 300
2/12 MR.EMPLOYER DEP 1275.00 ? 62 300
TOTAL = 3625.00 ? 70 300

2/ 6 STATE SAVINGS & L AT -775.00 ? 47 413
2/ 8 STATE SAVINGS & L AT -125.00 ? 48 417
2/10 FIRST BANK AT -15.00 ? 49 416
2/20 MUTUAL LIFE INS C AT -125.00 ? 51 411
1/25 DR.SMITH AT -115.00 ? 75 430
1/27 SAVINGS TRANSFER 215 -100.00 ? 35 202
1/28 DR.SCHOLLS SHOES 216 -75.00 ? 44 424
2/ 5 BELL PHONES 217 -28.75 ? 45 422
2/ 5 DR.SCHOLLS SHOES 218 -65.00 ? 46 406
TOTAL = 3625.00 ? 52 414

Press <RETURN> to continue
<ESC to exit>

A CHECKING ACCT Account Transactions
Date Payee/Payer Check Amount Ckd Rec Acc
0/ 0 OPEN BALANCE DEP 473.21 1 1 299
1/ 4 MR.EMPLOYER DEP 1275.00 1 11 300
1/ 5 JOES MKT 204 -115.39 1 38 405
1/ 5 STATE SAVINGS & L AT -125.00 1 15 413
1/ 5 STATE SAVINGS & L AT -125.00 1 16 417
1/ 5 GAS CO. 205 -137.00 1 17 416
1/ 5 VISA 205 -57.32 1 18 412
1/ 9 BELL PHONES 206 -75.00 1 19 411
1/ 9 MAC'S GARAGE 209 -39.27 1 21 409
1/10 TELEPHONE CO DIV. 210 -100.00 1 22 410
1/15 FIRST BANK DEP 227.50 1 23 408
1/15 MR.EMPLOYER AT -125.00 1 26 406
1/20 MUTUAL LIFE INS C AT 1275.00 1 27 300
TOTAL = 3625.00 ? 24 430

Press <RETURN> to continue
<ESC to exit>

A CHECKING ACCT Account Transactions
Rec Date Payee/Payer Description by Check Number 3/5/86
38 1/ 4/86 JOES MKT 0 204 115.39 1 100 405
18 1/ 5/86 GAS CO. 0 205 -137.00 1 100 412
19 1/ 5/86 EDISON CO. 0 206 -57.32 1 100 411
20 1/ 5/86 VISA 0 207 -75.00 1 100 409
21 1/ 5/86 BELL PHONES 0 208 -39.27 1 100 409
22 1/ 9/86 CASH 0 209 -100.00 1 100 408
23 1/ 9/86 MAC'S GARAGE 0 210 -227.50 1 100 409
35 1/25/86 DR.SMITH 0 211 -100.00 1 100 408
36 1/25/86 SEARS 0 212 -227.50 1 100 409
37 1/25/86 CASH 0 213 -100.00 1 100 408
39 1/25/86 JOES MKT 0 214 -175.33 1 100 202
44 1/27/86 DR.JONES 0 215 -100.00 1 100 406
45 1/27/86 SAVINGS TRANSFER 0 216 -88.23 1 100 405
46 1/30/86 DR.SCHOLLS SHOES 0 217 -75.00 1 100 424
50 2/ 5/86 J.YASHIMOTO 0 218 -200.00 1 100 102
51 2/ 5/86 SMITH HARDWARE 0 219 -28.75 1 100 406
TOTAL = 3625.00 ? 0.00 1 100 414

Press <RETURN> to continue
<ESC to exit>

